

## Check List and Action List for Maintaining Status

Please review each item and take the necessary action.

Requires Action	No Action Required
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\_\_\_\_\_ **Graduating this Semester** – Please visit my office to discuss OPT, departing the U.S., transferring to another school, higher degree level at PVAMU, change of status, and etc.

\_\_\_\_\_ **Program Extension** – A program extension is required if you cannot complete your studies by the completion of studies date listed on your I-20. A program extension must be issued prior to the completion of studies date listed on your I-20. Failure to have your program extended prior to the completion of studies date may result in status issues that may require reinstatement or re-entry. Documents required: Valid passport, I-20, visa and I-94 card, completed program extension form signed by academic advisor and financial documents.

\_\_\_\_\_ **Medical Insurance** – Medical insurance is a requirement in order to be enrolled.

\_\_\_\_\_ **Passport** – A valid passport is required at all times. Check your passport for the expiration date. Should your passport require renewing – follow the procedures for mailing your passport to a renewal office. You may also check with your consulate office in Houston – some consulate offices renew passports. Once you have applied for the renewal of your passport – make sure that you retain documents that show proof that you have applied for a passport renewal and advise your international student advisor that you are in the process of renewing your passport.

\_\_\_\_\_ **Distance Learning Classes (on-line classes)** – Only one 3 hour distance learning class can be counted towards a full course of study.

\_\_\_\_\_ **Full Course Waiver** – You will need a full course waiver form and a departmental letter for the following (but not limited to) – 1) Drop below a full course of study, 2) You are in your final term and need less than a full course to complete your studies. **Prior approval is required from your international student advisor.**

\_\_\_\_\_ **Pursuing another degree** – If you are graduating this semester and will return next semester to pursue another degree – You will need a new I-20. A new I-20 must be received no later than the 60 day grace period following the degree completion.

\_\_\_\_\_ **Form I-20** – Any changes to the information that is stated on the I-20 will require a new I-20. Check your I-20 for the completion of studies date. You are required to maintain a valid I-20. Should your I-20 expire and you are still in school you are considered out of status.

\_\_\_\_\_ **Transferring to Another U.S. School** – You must first apply for admissions, be admitted and request that your SEVIS file be transferred to the school you wish to attend.

\_\_\_\_\_ **CPT Curricular Practical Training** – Internship – Planning an internship – Please visit with your international student advisor to discuss the requirements.

\_\_\_\_\_ **Travel** – Traveling home this semester – Your I-20 may need to be signed for travel by your international student advisor prior to departing the U.S. Check page 3 of your I-20 – if you have a travel signature – that signature is only good for one year. Failure to obtain a travel signature may cause problems at your point of entry into the U.S. Do not wait until the last minute to have your I-20 signed for travel. Documents required: Valid passport, I-20, visa, and I-94 card. Complete a travel request form.

\_\_\_\_\_ **Concurrent Enrollment** – Registering for classes at another U.S. while remaining PVAMU's student is considered co-enrollment. Co-enrollment will require prior approval. Documents required: Paperwork showing that the credit hours you want to take at the other school can be transferred to PVAMU. Complete a concurrent enrollment form.

\_\_\_\_\_ **Current Address** – Immigration law requires that you inform your international student advisor of a change of address within 10 days of the change. Document Required: Form AR-11. Please submit online with a copy to the international advisor.

\_\_\_\_\_ **Email Address** – As a means of communicating with you – your international student advisor will use email as the first method of contact. Please make sure that a correct email address is on file.

\_\_\_\_\_ Not sure if a particular situation affects your immigration status – please e-mail or visit your international student advisor.