



Student Name (Please Print): \_\_\_\_\_  
Last Name First Name Middle Initial

Name to be used while attending ICT \_\_\_\_\_  
Last Name First Name Middle Initial

Admissions Advisor/Associate: (Please Print): \_\_\_\_\_

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## Special Requirements/Policies for Students with F-1/M-1 Status

In order to seek approval to study, you must be unconditionally admitted to the institution and attend on a **Full-Time** Basis. Financial documentation must be submitted demonstrating that you have available financial resources to meet all College expenses for at least one year. If you have a sponsor, the sponsor must certify that he/she agrees to be responsible for timely payment of all required tuition/fees.

*Being a student with F-1/M-1 status, it is your responsibility to learn, understand, and comply with all relevant rules and regulations. If you fail to do so, you will lose the approval and must immediately depart from the U.S.*

*Please read each point below and initial that you have read, understand, and agree.*

- 1. Requirement to Arrive and Depart the U.S. within Required Timeframes.** A student may enter the United States no earlier than thirty (30) days prior to the Registration/Class Start Date. An F-1 student who completes the program of study must depart the U.S. within sixty (60) days; M-1 must depart within thirty (30) days. An F-1/M-1 student who has been authorized to withdraw (Official Withdrawal) must depart within fifteen (15) days.  
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- 2. Requirement to Engage in Academic Activity.** If the Academic Advisor/Instructor reports you as not attending classes as expected or not engaging in positive academic activity, the College may terminate your approval status.  
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- 3. Requirement to Maintain Up-to-Date Address-Contact Information.** You must report any address change or change in contact information within **ten (10) days** to your Academic Advisor and the College Registrar. Failure to do so will result in loss of approval to retain the F-1/M-1.  
\_\_\_\_\_
- 4. Requirement to Refrain from Unauthorized Work.** Students who attend U.S. colleges on student visas **ARE NOT PERMITTED** any form of employment without approval by USCIS. Approval can only be sought due to severe hardship (and only after an academic year) and usually takes considerable time for approval. **IF THE COLLEGE BECOMES AWARE OF ANY UNAUTHORIZED EMPLOYMENT, THE INSTITUTION IS REQUIRED TO REPORT THIS INFORMATION TO USCIS AND TERMINATE THE STUDENT'S ENROLLMENT.**  
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- 5. Requirement to Request Extension Prior to Program Completion.** Your completion date is determined based on full-time attendance and the number of credits to be taken. No breaks are planned. Your F-1/M-1 status will expire if you fail to request any needed extension before your program end date.  
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- 6. Requirement to Adhere to Transfer Procedures.** Students who wish to transfer must be in contact with two institutions – the current and the new transfer school. To transfer, regulations require that you:
  - Apply for admission and be admitted to the new transfer school. (Deficient academic standing may adversely affect your ability to transfer.) Academic records will not be released until your account is cleared by the Business Office.
  - Inform ICT as soon as possible after acceptance to the transfer school. (Make an effort to complete the term and earn passing grades.)  
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7. **Dependent Requirements.** F-1/M-1 students are eligible to bring dependents (spouses and children under the age of 21) into the U.S. in F-2/M-2 status. Dependents may not enroll in a full course of study, but may enroll in courses that are avocational or recreational in nature (or part-time course of study).

8. **Requirements to Adhere to Academic Break Procedures.** Students are encouraged to remain studying throughout the year, but when appropriate, students may request a break after completion of one full academic year (two full semesters). The Academic Advisor will determine the re-entry date, which must be followed or status is terminated.

9. **Requirements for Institutional Reporting to USCIS.**

- a. When it is apparent a student is making little to no effort to study or attend requested meetings with the Academic Advisor/Faculty.
- b. When there is a change in the student’s legal name, address, or email contact.
- c. When there is disciplinary action by the College due to conviction of a crime.
- d. When USCIS requests any information regarding a student.
- e. When the student fails to register for a full-time course load (other than the final semester), or **register for classes on time.**

10. When a student loses status, he/she is immediately determined to be in “UNLAWFUL PRESENCE and is subject to immediate detention and deportation. Under certain circumstances, an Application for Reinstatement may be filed. “UNLAWFUL PRESENCE” is stayed if there is a Reinstatement Application pending.

11. **OPT Requirements.** If approved for OPT after completion of the academic program, the College must be advised at least monthly that there has been no change in work site or other contact information.

12. If the I-20 is denied, or the enrollment is cancelled, or status is not maintained, the institution will retain the application fee and \$150 I-20 processing fee. The I-20 documents or evidence of denial must be returned to the College, and the remaining deposit will be refunded.

After approval, if you fail to begin classes and complete one full semester, a tuition supplement fee of \$500 is assessed. Failure to complete semester two will result in a \$250 additional charge.

**CHANGE OF STATUS.** If an applicant is applying for F-1/M-1 status while in a different status, the **current approved status** must be maintained while awaiting adjudication of the request for change. Extension requests of your current status are made in six-month increments and may require more than one request. Fees are due USCIS with each request.

The College will not process a new I-20 document without proof of compliance with current status.

**PAY CAREFUL ATTENTION AT ORIENTATION. READ YOUR STUDENT HANDBOOK. MEET OFTEN WITH YOUR ADVISOR / INSTRUCTORS WHEN YOU NEED ASSISTANCE OR HAVE QUESTIONS.**

**IMPORTANT NOTE:**

**I-20 is subject to immediate termination if TUITION & FEES are not paid in FULL on a timely basis (due on or before registration for each semester). Textbooks and materials are required for all courses. The first semester will be purchased through the campus bookstore.**

I have read and understand this information. I knowingly accept full responsibility for maintaining my status. *(If anyone has assisted you with interpreting or understanding this information, his/her signature is required below.)*

_____	_____	_____
Student Signature	Print Name	Date
_____	_____	_____
Interpreter or Representative Signature	Print Name	Date
_____	_____	_____
ICT Representative Signature	Print Name	Date