**Immigration Policies & Procedures**

**Maintaining Visa Status**

The phrase “maintaining your visa status” means that you are following all of the guidelines of your visa category set forth by the U.S. Federal Government. If you are not following these guidelines, you are said to be “out of status”. The primary duty of your International Student Advisor is to assist you in maintaining your visa status.

To be considered in-status with U.S. Customs and Immigration Services, you must do all of the following:

1. Maintain a full-time course load
   a. Undergraduates must enroll in at least 12 units per semester (Fall and Spring)
   b. Graduates must enroll in at least 8 units per semester (Fall and Spring)
   c. Exceptions:
      i. Illness or medical condition
      ii. Initial difficulty with language of U.S. teaching methods
      iii. Improper course level placement
      iv. Graduate assistantship
      v. Concurrent enrollment
      vi. Last semester prior to degree completion
      *You may apply only once during your academic program for an exception to the full course load requirement.

2. Obtain International Student Advisor approval prior to the following:
   a. Dropping below full-time enrollment
   b. Withdrawing from the University
   c. Filing a Planned Educational Leave
   d. Seeking off-campus employment of any kind. Off-campus employment is only allowed in your visa category for specific, pre-approved purposes

3. Report (within 10 days) the occurrence of any of the following:
   a. Change of physical address
   b. Change of major
   c. Change in financial support
   d. Change of employer (during Optional Practical Training period)
   e. Adding or deleting dependents to your SEVIS record
VIOLATIONS OF IMMIGRATION STATUS MAY RESULT IN THE TERMINATION OF YOUR SEVIS RECORD. UPON THE TERMINATION OF YOUR SEVIS RECORD, YOUR VISA BECOMES INVALID AND YOU ARE SUBJECT TO DEPORTATION.

Reinstating Your Visa Status

There are two options for reinstatement of student status:

1. Leave the U.S. and re-entering using a new, “initial status” I-10
   a. If your visa is expired, it will need to be renewed prior to returning to the U.S.
   b. The $200 SEVIS fee will need to be re-paid in order to reactivate the new SEVIS record.
   c. This is the easiest method of reinstatement

2. Remain in the U.S. and file for reinstatement. This is a long and costly process with no guarantee of a positive result.