

Non-immigration Responsibility Pledge

For more than 100 years, Florida A&M University has served the citizens of the State of Florida, the nation, and the world through its provision of preeminent educational programs. It is a global institution because of the students, scholars and visitors who come from around the world to participate in the intellectual and cultural life of the University. The FAMU faculty, staff and administrators are committed to upholding the highest standards of scholarship and professional responsibility to help you achieve your academic and personal development goals.

As an international student, scholar or visitor, you have an obligation to comply with the United States immigration laws and regulations. It is illegal to violate these laws and regulations for any reason whatsoever. Being a non-immigrant, you are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply to you. If you fail to do so, you could be deported from the United States and barred from returning for an extended period of time, thereby jeopardizing your academic career. It is extremely important that you read and fully understand this responsibility which includes:

- **Requirement to Abide by Employment Regulations**

F-I and J-I students may work no more than 20 hours per week on-campus while school is in session [8CFR214.2(f)(9)]. These 20 hours include the work done for an assistantship. You are not permitted to work off-campus without receiving PRIOR written authorization from the U.S. Federal Government and/or the OIED international students advisor, depending upon your visa status type. Work under other status types is limited to work related to the immigration petition submitted. There are severe limitations on work authorizations as well as options depending on your status.

- **Requirement to Report Departure Date and Reasons for Departure**

Sometimes, and for a variety of reasons, students leave the University early or unexpectedly. Some of these reasons include early departures, transfers, graduation, leave of absence, suspension, or expulsion. U.S. federal regulations require you to inform the Director of International Students and Scholars Services/international office advisor if you plan to leave the University before the date on your immigration document (I-20 or DS-2019), and the reason for doing so.

- **Requirement to Report Address Changes to the Office of International Education and Development**

U.S. federal regulations require you to report any address change within 10 days of the address change to the US BCIS. Students and scholars in F and J status must also do so directly to the Office of International Education. This includes address changes of any of your dependents as well. If you are subject to the U.S. Government's Special Registration Procedures, you must also follow all DHS BCIS regulations as well.

- **For STUDENTS (F/J) - Requirement to Obtain Prior Authorization from to Drop Below a Full Course of Study**

U.S. federal regulations require you to pursue a full course of study. You are allowed to deviate from this full course of study only with PRIOR written authorization by an OIED international student advisor, and only under very limited circumstances. After obtaining written approval from OIED, you must get approval from your dean and or department as appropriate. **Students who begin a semester below the required hours will be reported automatically as being out of status and must apply for reinstatement.**

- **Requirement to Abide by Florida A&M University Policies**

There are other requirements associated with your immigration status in addition to those listed in this document which can affect your status and the status of your dependents. It is your responsibility to be in compliance at all times with FAMU policies, including resolving your financial obligations.

- **Requirement to Obtain and Maintain Health Insurance**

It is your responsibility to ensure that you and your dependents are properly enrolled in an international health insurance program required of all F and J status holders. OIED will assist you in obtaining insurance with a reputable company and in resolving insurance issues.

THE PLEDGE: I agree to read all correspondence, handbooks, and email notices received from OIED. It is my responsibility to make sure that I am aware of the expiration dates on my immigration documents and that I will take *all appropriate actions related to extensions and changes in status before the established deadlines or expiration dates for making changes to my program.*

I also understand that the Office of International Education and Development (OIED) is the only FAMU office authorized by the University and the federal government to provide advising regarding U.S. immigration regulations and for regularly reporting the conditions of my status to the BCIS SEVIS system. I am aware that OIED requires a minimum of 30 days notice for most requests such as re-issuance of I-20/DS-2019, and travel authorization signatures, etc.

I have read and understand this information, and I knowingly accept full responsibility for maintaining my status as an international student or scholar during the duration of my stay at Florida A&M University.

Non-immigrant Signature

Printed Name

SID/SEVIS ID

Date (mm/dd/yyyy)

Non-immigrant Signature

Print Name

SID/SEVIS ID Date