



# INTERNATIONAL PROGRAMS

## NWACC – International Compliance Form

In order to maintain your F-1/J-1 Visa status in the U.S., you must comply with the U.S. Department of Homeland Security and U.S. Department of State regulations. You may review NWACC Policies 4014. Record keeping and reporting requirements of the Student & Exchange Visitor Information System allow the government to closely monitor your immigration status and make it critical that you comply with the following:

- Maintain a valid passport** (at least six months into the future at all times).
- Notify the International Programs Office of any accompanying spouses/dependents applying for **F-2/J-2** status and provide required biographical and immigration information.
- Request a travel signature at least one week prior to traveling outside of the U.S.** so that your Form I-20/DS-2019 can be endorsed for travel, or a new form can be issued if necessary.
- You must have health insurance coverage while you are at NWACC as a student/scholar. You must purchase this insurance through CISI EVERY semester OR provide proof of government provided health insurance from your home country OR enroll in NWACC Employee Insurance.
  - All **F-2/J-2** spouses/dependents must be covered.
- Apply for an extension of your program of study **before** the expiration date on your Form I-20/Form DS-2019 if you are unable to complete your program prior to expiration.
- DO NOT work without authorization!!!** (J-1 Scholars have permission to work full-time on NWACC Campus)
  - Off-campus employment without authorization is a serious violation of F-1/J-1 Visa status.
  - F-1/J-1 students** are allowed to work on NWACC campus part time (up to 20 hours per week) when school is in session and full time (over 20 hours per week) during school breaks and annual vacation periods.
- All international students/scholars **are required** by U.S. tax law to file an income tax return **if** they were employed anytime during the calendar year. (J-1 Scholars are required to file income taxes)
- Report any demographic change directly to the International Programs Office within **15 days** of the change. This includes, but is not limited to: Name, Major, E-mail, Phone Number, Address, Martial Status.

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**J-1 Scholars may skip to the bottom. F-1/J-1 Students must complete the next section**

- F-1/J-1 Students attend the school listed on your Form I-20/DS-2019 and enroll in a complete minimum of 12 credit hours. If you will not be enrolled full-time (12 credits), you must receive authorization from the International Programs **prior** to dropping below a full course load.
  - Dropped courses do not count as full time enrollment. You must complete all enrolled classes regardless of grade.
  - Summer Enrollment is optional unless Summer is your first semester at NWACC.
- You **CANNOT** enroll in all distance education (online) courses. Nine credit hours must be on-campus classes that are face-to-face. Any credit hours above the 9 hours can be distance education.
- Complete any notification of transfer** form whenever you **change educational institutions or leave** to attend another U.S. school prior to expiration of I-20/DS-2019.

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**IMPORTANT NOTE:** This information is not exhaustive and is subject to change without notice. All questions or concerns related to your immigration status in the U.S. should be directed toward the International Program Office. To stay current about U.S. immigration regulations; policies/deadlines; and upcoming events, always read emails from International Programs Office and check the website [https://www.nwacc.edu/web/lss\\_internationaladmissions/inter.php](https://www.nwacc.edu/web/lss_internationaladmissions/inter.php).

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“I have read the information above regarding requirements for maintaining my lawful F-1/J-1 immigration status in the U.S. and understand that I must comply fully with these regulations in order to remain in lawful status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my immigration status to an International Programs Office.”

Visa Status: \_\_\_\_\_ Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_