

**IMMIGRATION CHECK-IN  
STUDENT INFORMATION FORM & RESPONSIBILITY PLEDGE**

Complete all sections in this form to confirm your F-1 student status with CSULB and to acknowledge your F-1 Student responsibilities. This information is required to report your F-1 status to the Department of Homeland Security (DHS) and remove your CIE Check-in hold.

**SECTION 1- Student Information**

Beach ID Number	
First Name:	Last Name:
Email address (non-CSULB):	U.S. Phone number:
Today's Date:	

**SECTION 2- Emergency Contact Information**

	In the U.S.	Outside the U.S.
Emergency Contact Name:		
Emergency Contact Telephone number:		
Emergency Contact Email Address:		
Relationship to you:		

**SECTION 3- Additional Requirements**

- Add mailing address and contact information to student center.
- Purchase International student health insurance or provide Financial Guarantee.
- Prepare PDF copies of the following documents
  - o Copy of CSULB I-20
  - o Copy of Passport ID page
  - o Copy of F-1 Visa
  - o Copy of [most recent I-94 record](#)

**SECTION 4- International Student Responsibility Pledge**

Read the International Student Responsibility Pledge, and sign acknowledging your understanding of the pledge.

**FAILURE TO MAINTAIN STATUS** - If you fail to follow these rules and maintain legal F-1 status, you will be consider to be in violation of federal regulations, lose access to F-1 Visa employment benefits and may incur additional challenges and expenses to regain legal status in the U.S.

**I have read & understand these guidelines:**

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**Center for International Education**

**Office of International Students & Scholars**

6300 E. State University Dr., Suite 185-B, Long Beach, CA 90815 | 562.985.5555 | cie-student@csulb.edu | csulb.edu/international

### International Student Responsibility Pledge

F-1 and J-1 students are authorized to pursue a full course of study towards specific educational or professional objectives at approved U.S. academic institutions. Once your academic objectives have been met, the U.S. government expects that you intend to return to your residence abroad. When you enter the U.S., you accept responsibility to abide by the conditions of your F-1 or J-1 student status. Failure to maintain lawful status can result in serious penalties. Please review the guidelines below and contact us with any questions. Find detailed information on the [ISS Home Page](#).

#### IMMIGRATION DOCUMENTS

**Form I-20, "Certificate of Eligibility":** The CSULB Form I-20 is issued by our institution to document a student's eligibility to attend a specific academic program. This form must be presented to the U.S. consulate abroad to apply for a visa and to immigration officials upon each entry to the U.S. Any changes to your academic program (academic dates, major, degree level, funding, etc.) must be reflected on your I-20. You must keep *all* forms issued during your studies for future reference.

**F-1 Form I-20 Travel signature** from a DSO is valid for one year for current students and 6 months for OPT students.

**Passport:** The passport must be valid at all times during your stay in the U.S. and must be valid at least 6 months into the future when entering the U.S. or applying for a visa. The passport is usually renewable through your home country's embassy in the U.S.

**F-1 Student Visa:** This stamp in your passport permits you to enter the U.S. in the appropriate F-1 status. The visa may expire while you are in the U.S. and can only be renewed at a U.S. consulate or embassy abroad. If you travel after your visa expires, you must renew your F-1 Visa before reentry. Short-term travel to Canada, Mexico, & nearby islands may be permitted with an expired visa when eligible for a visa revalidation.

The Form I-797 Notice of approval for F-1 status *does not* replace the requirement for a valid F-1 visa to re-enter the U.S. after traveling abroad.

**I-94 Record:** This online record shows your valid entry to the U.S. and grants permission to remain in the authorized status for a specified period of time. The expiration date is usually "D/S", meaning Duration of Status, which is tied to the program end date on your I-20. The "Admission Number" is printed at the top and may change with future [travel and re-entry](#).

#### MAINTAINING VALID IMMIGRATION STATUS

- Maintain a valid passport, with an expiration date at least 6 months into the future always.
- Attend the school whose name appears on your I-20 and make normal academic progress towards your degree.
- Register full-time every academic term through the completion of your studies.
- Comply with in-person instruction requirements, only 3 online units can be used towards your full-time registration requirements.
- Maintain a valid I-20. Apply for an extension of your program at least one month before your expiration date.
- [Obtain a travel signature](#) on your I-20 from the DSO each year or before you [travel outside the U.S.](#)
- Maintain U.S. health insurance for you and your dependents.
- [Contact the ISS Office](#) to report a change in your immigration status or initiate your SEVIS transfer to another school.
- Maintain accurate contact information in your CSULB Student Center, report within 10 days from the change of address, phone number and email address.
- Never engage in paid or unpaid off-campus training without written authorization from the ISS Advisor and/or USCIS.
- Never work more than 20 hours per week on campus while school is in session.
- Never take a leave of absence or drop below full-time registration without authorization from the ISS Advisor
- Never violate federal regulations including engaging in illegal drug use and/or crime.
- Complete required tax reporting each year.
- Obey all relevant grace periods following degree completion, academic withdrawal, or program termination.

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