

To successfully complete your studies at NWC there are certain responsibilities and rules that ALL international students must follow. Read through these responsibilities carefully, sign the bottom of the page, and return it to either Emelee Volden or Amanda Enriquez.

As an international student at NWC, I understand that I have the responsibility:

- To read and understand the international student handbook!**
- To check my NWC email on a daily basis!**
- To keep my I-20 current and up to date!** Do not let your I-20 expire! If your I-20 is about to expire and you need to extend the end date see Amanda Enriquez or Emelee Volden.
- To not work without the proper authorization and paperwork!** F-1 students are only allowed to work 20 hours on-campus. No exceptions! Any off-campus work requires prior authorization and additional paperwork.
- To print my CISI insurance card and keep it with me at all times!** All international students will automatically be enrolled in an insurance policy through Cultural Insurance Services International (CISI). Within the first few days of the semester you will receive an email from CISI with your insurance card as well as additional information about your insurance plan.
- To maintain full-time enrollment throughout the semester!** You must complete a minimum of 12 credit hours EACH semester. No exceptions!
- To inform Amanda Enriquez or Emelee Volden if I change my major!** You will need a new I-20 to reflect the change in your major.
- To bring copies of my passport and I-94 card to either Amanda Enriquez or Emelee Volden after every re-entry into the United States!** You can access and print your I-94 card at this link: <https://i94.cbp.dhs.gov/I94/request.html>.
- To keep my passport valid at all times!** If your passport will expire while you are in the United States, check with your embassy or consulate about the renewal process at least 6 months before the expiration date.
- To have my I-20 signed by Amanda Enriquez or Emelee Volden every time before I travel outside of the United States!** This signature along with your valid entry visa in your passport are required for any re-entry into the U.S.
- To not throw away ANY of my I-20's!** You will need to show all of your I-20's if you choose to apply for OPT or if you want to apply for a change of status.
- To report any change of address, phone number, and/or name to Amanda Enriquez or Emelee Volden!** By law, you are required to report any of these changes within 10 days. No exceptions!!!
- To go to Emelee Volden or Amanda Enriquez with any questions or concerns I may have!** Your friends may be a great resource for you, but they will not always have the correct information when it comes to immigration rules and regulations and/or academic advising.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_