



## International Students: Procedure and Responsibilities Contract

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All Glenville State University International Students are Responsible for complying with the following guidelines and regulations:

1. You must report to the Office of Admissions during the first week of classes **each semester** to confirm your enrollment in classes and your presence in Glenville. Anyone who does not report to the International Student Services office will be reported as “not enrolled” to the USCIS (formerly the INS) on the fourth day of classes and you will be classified as “Out-of-Status.”
2. You must provide the International Student Services office with an updated family/ sponsor bank statement upon application for admission to GSU. Should you leave the United States you may need to provide an updated statement upon return to the US.
3. You must ***notify the International Student Services office immediately*** if any of the following events occur or are needed:
  - Legal Name change
  - Address change – US address as well as Permanent Address in home country
  - Phone number change
  - Addition of a dependent
  - Financial changes – meaning the acceptance of scholarships, loss of income resulting in a total income that is no longer sufficient to cover school costs, and other dramatic financial changes
  - Change in degree or academic program
  - Loss of or damage to any legal immigration documentation and it’s subsequent replacement
  - Application for off-campus employment
  - Travel outside the United States and the duration of your trip
4. You must receive prior authorization from a GSU Designated School Official (International Student Services Director in the Office of Admissions) before any of the following can occur:
  - Program extension
  - Curricular Practical Training (CPT) – internships or work experience occurring during enrollment in classes
  - Optional Practical Training (OPT) – post graduation work experience

- Employment Authorization
  - Change in Level of Study (i.e. moving from a two year degree to a four year degree)
  - Change in Major
  - Drop below 12 credit hours during a semester
5. It is your responsibility to keep track of your I-20 status and request needed extensions. You should know your I-20 expiration date and you are responsible for either completing your program of study within that time frame or requesting an extension on your I-20 prior to the expiration date.
  6. It is your responsibility to keep track of your academic records, understand your program of study, and work directly with your academic advisor to ensure that you are taking the appropriate classes and credit hours required for your degree program.
  7. It is your responsibility to understand our campus procedures, practices, and regulations for matters concerning Student Life and Academic Affairs at GSU, and act accordingly.
  8. It is your responsibility to seek assistance when needed. The Office International Student Services as well as your academic advisor are available to assist you, but it is your responsibility to let us know when you need help or have questions.

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I have thoroughly read all of the above and I fully understand my responsibilities as an International Student at Glenville State University.

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*Student's Signature*

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*Date*