



## International Students: Contract of Responsibilities

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**All 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 presence in Glenville. Anyone who does not report to the Office of Admissions 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 Office of Admissions with an updated family/sponsor bank statement upon application for admission to GSC. Should you leave the United States you may need to provide an updated statement upon return to the US.
3. You must **notify the GSC Office of Admissions 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 GSC Designated School Official (International Program Coordinator 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, regulations for matters concerning Student Life and Academic Affairs here at GSC, and act accordingly.
  8. It is your responsibility to seek assistance when needed. The Office of Admissions 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 College.

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*Student's Signature*

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*Date*

Student Copy