



Dear International Students,

We are so glad you are here at UNT! The International Student and Scholar Services (ISSS) office wants to ensure that you have a successful semester. To do this, you need to be aware of the immigration laws that will affect you during your time here.

Please read carefully through the following information and contact our office if you have any questions. Remember, each situation is different and immigration regulations are complex. If you ever have questions, we are here to help! Have a wonderful semester and [remember the FACTS!](#)

Sincerely,
UNT ISSS

NOTE: Current information regarding Immigration Updates is available at international.unt.edu/immigration

Full-Time Enrollment and Exemptions

You are required to maintain full-time enrollment. This is defined as **12 hours for undergraduates** and **9 hours for graduates** during long semesters.

There are few reasons you may be considered full-time while not enrolled in the minimum number of hours. If you will be below hours this semester and any of these reasons apply to you, approval from ISSS must be given by **January 28**.

F-2 Students

F-2 visa holder may **only be enrolled part-time**. It is your responsibility to monitor your enrollment. Please contact our office if you have any questions.

Final Semester	<ul style="list-style-type: none"> Spring 2019 is your last semester before graduating and you need a few classes to complete your degree This must be your LAST semester. Immigration allows only one final semester Fill out the "Exemption from Full-Time Enrollment" form and have your academic advisor (or Toulouse for graduate students) sign it and return it to our office. A new I-20 will be issued.
Dissertation or Thesis Only	<ul style="list-style-type: none"> Your coursework is completed and only have thesis or dissertation hours remaining to complete your degree You must take the "Graduate Student Full-Time Equivalency" form to the Toulouse for approval
CPT	<ul style="list-style-type: none"> Full-time CPT students may waive the full-time enrollment requirement Your CPT must be approved first
Other	Please refer to the "Exemption from Full-Time Enrollment" form and online for more information. If any of these reasons apply to you, please have your academic advisor complete the form and bring it to Marquis 110.

Immigration Advising Hours

Monday	Tuesday	Thursday	Friday
1:30-4:30P	1:30-4:30P	9:30-11:30A	9:30-11:30A

Appointment Request Form: international.unt.edu/content/appointment-request

U.S. SEVIS Address & Phone Number

Keep your U.S. SEVIS address and phone number updated at all times! Update your **Current/Local address** and **Main Phone Number** at my.unt.edu. We will receive a notification and update your address with USCIS/SEVIS.

Visit international.unt.edu/localaddress for instructions on how to update your address.

How to Write a Current/Local U.S. Address

Street Number Street Name Apartment Number (if applicable)
Optional second line
City, State, Zip Code

123 Scrappy Street Apt 1*
Denton, TX 76201

*"Apt" is an abbreviation for "apartment"

IMPORTANT DATES

- | | |
|----------------------|---|
| January 14 | Classes Begin |
| January 14-18 | Add/Drop Period |
| January 28 | Census Date |
| February 9 | OPT applications accepted for Spring 2019 grads |
| May 10 | Last day of Spring 2019 |
| July 9 | Last day for Spring 2019 grads to apply for OPT |

EagleConnect Email

All official correspondence from ISSS will be sent to your EagleConnect email. You **MUST** check this email for important information regarding your immigration status. Failure to check this email will not serve as a reason to avoid F-1 status termination.

To have emails forwarded to a personal account, visit eagleconnect.unt.edu/forward

Concurrent Enrollment

If you will enroll concurrently at another institution during Spring 2019, remember the following:

- You must enroll in at least one UNT course and the combination of hours from both schools must equal full-time enrollment
- We will maintain your immigration record. **All changes must be reported to ISSS.**
- If the other school requires a letter from our office, it will take 3 business days to complete. Apply online at international.unt.edu/ISSS/concurrent-enrollment-request-form
- You must turn in proof of enrollment from the other school to our office by **January 28, 2019**.
- At the end of the semester, you must submit a transcript/grade report showing completion of courses to ISSS.
- You must follow the one online course rule if concurrently enrolling. If you concurrently enroll in an online class, that counts as your one online course for the semester.

Online Courses

F-1 students may only take one online course towards the full-time enrollment requirement. If you would like to enroll in more than one online course, it must be above your required minimum (12 hours for undergrads/9 hours for grads) or have an on-campus component.

Immigration law is very strict in this regard so always check with our office if you have questions.

For more information, visit international.unt.edu/ISSS/enrollment



Graduating in May?

Congratulations! UNT International is very proud of you and your accomplishments! There's a lot on your mind, but we would like to remind you of some important things that need to be done this semester:

- **File an "Exemption from Full-Time Enrollment" Form** if you will be below full-time hours in Spring 2019.
- **File for graduation with UNT.** The deadline is early. Check with the Registrar (Undergrads) or Toulouse (Grads) for instructions.
- If you want to apply for **Optional Practical Training (OPT)**, plan to complete a mandatory workshop early in the semester. It can take up to 3 months for approval so get started early!
- If you **will not apply for OPT**, you have 60 days after your I-20 ends to figure out your next step. If you will begin a new program, you must receive a new I-20 within 60 days of completion. If you plan to return home, make reservations to leave before your grace period expires.



**Graduating in 2019?
Sign up for the
International Sash Ceremony in May!**

OPT Workshops

To apply for Optional Practical Training (OPT), you must first complete the OPT workshop and pass the quiz.

Visit international.unt.edu/ISSS/optional-practical-training to take the workshop online.

Complete this early in the semester as the application process is lengthy.

For students completing in Fall 2018, USCIS must receive your application on or before **July 9, 2019**.

SCAM ALERT

If you are contacted by someone claiming to be with a U.S. government agency, who asks for money to fix an immigration or tax issue, contact ISSS or the UNT police first!

DO NOT send money and DO NOT give them personal information!

Find us online!



@UNTInternational



@GlobalUNT

STUDENT AND
SCHOLAR SERVICES
UNT International
UNT
EST. 1890

Marquis Hall 110

internationaladvising@unt.edu

international.unt.edu/immigration

P: 940-565-2195 | F: 940-565-4145

DON'T FALL OUT OF STATUS

F-1 status may be terminated if:

Failure to Enroll

If you do not enroll in courses for a given semester, your SEVIS record will be terminated. If you plan to take a semester off, go to ISSS and fill out an "Ending Studies" form. You have 15 days to leave the U.S. after this date.

Enrolling Less than Full-Time Without Approval

If you do not receive approval to enroll less than full-time, your SEVIS record will be terminated. Remember to bring in proof of concurrent enrollment or file an "Exemption from Full-Time Enrollment" form.

Unauthorized Employment

International Students are NOT allowed to work off campus ANYWHERE without approval from USCIS or our office.

F-1 students are limited to 20 hours of on-campus work per week. Please speak with an advisor if you have any questions.

I-20 Expiration

Do not let your I-20 expire! Look on the first page where it says "Complete studies not later than: ____" or on newer versions it states "PROGRAM END DATE" or "PROGRAM START/END DATE" If you will not complete by this date, visit ISSS to inquire about a Program Extension before your I-20 expires.

Mailing Address

1155 Union Circle #311067
Denton, TX 76203-5017 USA