

Compliance with U.S. Immigration Laws and Regulations

If you are in the U.S. with an F1 (student) visa, you have been admitted for "duration of status." This means that you may stay in the U.S. as long as you are enrolled as a full-time student in an educational program. As an F-1 student, you must be aware of and comply fully with the following:

1. You must maintain a **VALID PASSPORT** at all times.
2. You must take a **FULL COURSE LOAD**. Full-time study at IEI is 23 hours per week.
3. A **REDUCED COURSE LOAD** may be approved if (1) you have a medical condition, or (2) you need less than a full course load to complete the program (during your final session). You must ask for approval **BEFORE** you register for or withdraw from classes.
4. You must **ATTEND CLASSES** (please see IEI attendance policy) and make reasonable progress in your program.
5. You must **PROVIDE A LOCAL STREET ADDRESS** to Immigration. If you move, you must notify us immediately. You must also notify Immigration within 10 days by sending them a completed Form AR-11. When you come to the office to tell us your new address, we will help you complete Form AR-11.
6. You may **NOT** work except at the University of Memphis. While school is in session, you may work up to 20 hours per week on campus.
7. If you cannot finish the IEI program by the program end date on your Form I-20, you must apply for an **EXTENSION** of your program before the program end date. Please let Lisa know 30-60 days before the program end date.
8. You must complete an official immigration **TRANSFER** whenever you change schools (or go from IEI to a degree program at The University of Memphis). You should notify Lisa that you plan to transfer and obtain a Form I-20 from your new school after you have been accepted by them.
9. You must notify Lisa before **TRAVELING OUTSIDE THE U.S.** so that we can make sure that your Form I-20 is properly endorsed for travel.
10. You are eligible for an **ANNUAL VACATION** (one session off) after studying in the U.S. for a full academic year—4 sessions at IEI. You must enroll in the session following the vacation. If you do not plan to enroll then, you must leave the country within 60 days of the last day of the session.