IT IS YOUR RESPONSIBILITY

1) TO MAINTAIN LEGAL IMMIGRATION STATUS
Many changes have taken place with respect to immigration regulations. One of the most important is the mandatory requirement by UFIC to report to USCIS (United States Citizenship and Immigration Services) if you should fail to maintain your legal status.

GUIDELINES FOR MAINTAINING LEGAL STATUS: F-1 degree seeking students must do the following:
- Have a valid, unexpired passport
- Attend the school authorized to attend
- Be a full-time student, completing a minimum of:

<table>
<thead>
<tr>
<th>FULL TIME REQUIREMENTS</th>
<th>Undergraduate Students***</th>
<th>Graduate Students***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring Semesters*</td>
<td>12 credits each</td>
<td>9 credits each</td>
</tr>
<tr>
<td>Summer C**</td>
<td>12 credits (or 6 credits Summer A and B each)</td>
<td>6 credits (or 3 credits Summer A and B each)</td>
</tr>
<tr>
<td>Summer B**</td>
<td>6 credits</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

* You must be registered full time each Fall and Spring semester
** If you are admitted in a Summer A, B or C semester, you must be registered full time in the summer in which you are admitted. Future summers do not require full time registration.
*** F-1 students may only count one online/distance education course (3 credits maximum) toward their full time enrollment requirement. Students are not allowed to do only an online/distance education course in their final semester. If a student only has one course remaining in their final semester, it must be a physical presence course.

- Refrain from unlawful employment
- Make normal progress toward completing course of study
- Have a valid I-20 and apply for extensions in a timely manner before the program end date
- Follow transfer procedures if coming to UF from another institution
- Request a new I-20 for a change of degree program
- Report your address: [http://www.ufic.ufl.edu/iss/ChangeofAddress.html](http://www.ufic.ufl.edu/iss/ChangeofAddress.html) (You are required to report your U.S. address in the UF Directory within 10 days of arrival into the United States and each time there is a change in your address. The reported address cannot be a PO Box; must be your physical home address.)

For more information concerning legal immigration status, please visit [www.uscis.gov](http://www.uscis.gov) or [www.ufic.ufl.edu](http://www.ufic.ufl.edu).

2) TO MAINTAIN VALID INSURANCE COVERAGE
HEALTH INSURANCE ([http://shcc.ufl.edu/fees-and-insurance/](http://shcc.ufl.edu/fees-and-insurance/))
- Health insurance is required of all UF students and must meet the Affordable Care Act (ACA) guidelines. ([http://studentinsurance.shcc.ufl.edu/waiver-requirements/](http://studentinsurance.shcc.ufl.edu/waiver-requirements/))
- If you do not provide proof of health insurance that is ACA compliant, through the waiver website ([http://studentinsurance.shcc.ufl.edu/waiver-instructions/](http://studentinsurance.shcc.ufl.edu/waiver-instructions/)), you will have an automatic charge for insurance placed on your student financial record at the Bursars office each semester.
The University of Florida requires every admitted student to provide complete academic credentials. Your academic credentials, such as transcripts, mark sheets, diploma/degree certificates are required in order to attest to the completion of specific training or education programs and to attest to your successful completion of tests and exams. Please provide an OFFICAL transcript or mark sheets and diploma/degree certificate in the native language along with certified English translations from each institution attended.

- You may not graduate from the University of Florida until all academic credentials have been provided to the Office of Admissions, 201 Criser Hall, PO Box 114000, Gainesville, FL 32611-4000
- If you have already submitted the official transcript and diploma/degree certificate it is not necessary to provide another copy.

I HAVE READ AND UNDERSTAND THAT I AM RESPONSIBLE FOR MAINTAINING MY LEGAL STATUS WHILE IN THE UNITED STATES AND FOR ALWAYS CARRYING AN INSURANCE POLICY THAT IS VALID AND WHICH MEETS ALL REQUIREMENTS.

Signature: ___________________________ UFID: _______________ Today’s Date: _____________
Family Name: ________________________ Given Name: ___________________________

U.S. Address: __________________________ Apt #: __________________________
City: __________________________ State: ___________ Post Code: _______________
Tel #: (__________) ___________ UF Email: __________________________ @ufl.edu

*** STOP! FOR STAFF USE ONLY. *** STOP! FOR STAFF USE ONLY. *** STOP! FOR STAFF USE ONLY. ***

Does the student need a Continued Attendance I-20 at this time?  □ YES  □ NO
If Yes, indicate reason:
☐ Assistant/Fellowship (Already has SSN)  ☐ *OPS Job Offer; Needs SSN Letter
☐ Assistant/Fellowship; Needs SSN Letter  ☐ *Transfer-In Student Requiring License Renewal

*Requires Full Time Registration Prior to SEVIS Activation

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Student has presented:
☐ F1 Initial I-20  ☐ F1 Visa  ☐ I-901 Receipt  ☐ Previous I-20s (if transfer student)
☐ Confirm SEVIS ID on I-20 and F1 Visa are the same  ☐ Approval Notice (if COS applicant)
☐ Passport  ☐ POE Stamp in Passport

☐ Documents Reviewed By: ___________________________  ☐ Check-In Date Updated in fsaAtlas
☐ Check-in Completed By: ___________________________  ☐ Visa Type updated on SINU  ☐ Not in NerdC*
☐ Check-in Completion Date: ___________________________  ☐ *Steve: CISE & DCP Cents / Martine: Other Certs

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