



University of Colorado  
Denver | Anschutz Medical Campus

Office of International Affairs  
International Student & Scholar Services

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<http://international.ucdenver.edu>

## F-1/J-1 Student Check-In and Compliance Form

**PLEASE PRINT NEATLY AND BE SURE TO COMPLETE ALL FIELDS.**

### Biographical Information

Name: \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Gender:  Male  Female      Marital Status:  Married  Single      Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*mm* *dd* *yyyy*

U.S. Home Address:  
 Street Address \_\_\_\_\_  
 City, State/Province \_\_\_\_\_  
 Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### Emergency Contact Information

Contact Name: \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Relationship to you (e.g., mother, father, brother, etc.): \_\_\_\_\_

City, State/Province \_\_\_\_\_  
 Country and Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

## Maintaining your F-1 or J-1 Student Status

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN ON THE REVERSE SIDE.**

**Role of ISSS** - The role and purpose of the International Student & Scholar Services (ISSS) staff in relation to federal immigration regulations is to provide you with information, advising, and assistance so that you can maintain your lawful immigration status while in the United States. Under US immigration law, the University is required to report certain information about you and your program to the US government, including potential violations of immigration regulations.

**Limitations of ISSS** - While the ISSS staff provides a high level of professional assistance, they are not employees of the US Department of Homeland Security (DHS) nor attorneys specialized in immigration law. You have the right to consult an immigration officer or an attorney specialized in immigration law at any time, and the ISSS staff will be pleased to provide you with information to facilitate your making such contacts.

**Medical Insurance Coverage** - The University of Colorado Denver (UCD) requires all international students to maintain appropriate medical insurance coverage while they are in the US on UCD's Form I-20 or Form DS-2019. All F-1 and J-1 students are automatically enrolled in the University's insurance policy upon registering for classes. Exceptions to the policy

(over)

are limited to students who can provide proof of comparable insurance coverage provided by another provider. Students must file their waiver requests before the appropriate deadlines. Questions should be directed to the Student Health Insurance Coordinator's office at Tivoli 303. (NOTE: J-2 dependents are required by federal regulations to also maintain health insurance coverage, though they do not have to do so using the UCD plan. F-2 dependents are currently not required by federal regulations to maintain health insurance, but they may elect to do so (and are strongly encourage to do so) either through the UCD plan or another plan of their choice).

**Immigration Status** - Federal regulations require all international students to maintain lawful immigration status while in the United States. Failing to maintain immigration status is an extremely serious matter and can result in severe penalties.

**Students' Responsibilities for Compliance with all Laws and Regulations** - You, and only you, are responsible for (a) fully and properly complying with all laws and regulations of US federal, state and local governments and ensuring that any required documents are forwarded to ISSS and/or the US government in a timely manner. Following is a listing of some of the key federal regulations with which you must comply (NOTE: This list is *not* exhaustive):

- You must maintain a valid passport at all times, unless exempt from passport requirements.
- You must attend the institution DHS has authorized you to attend, as indicated on your Form I-20 or Form DS-2019.
- You must complete an official immigration transfer whenever you change educational institutions. This must be coordinated between your current and your new educational institution.
- You must complete a full course of study during normal enrollment periods (Fall & Spring Terms). If you will not be enrolled full-time (6 credits or full-time dissertation study for graduate students; 12 credits for undergraduates), you must receive authorization/permission from ISSS **in advance**.
- You must apply for an extension of your program of study **prior to** the expiration date on your Form I-20 or Form DS-2019 if you cannot complete your program by that date.
- You must obtain a new Form I-20 or Form DS-2019 **before** changing your academic program from one degree level to another or one major/field of study to another.
- You are **not** allowed to work in the United States without authorization. **F-1 and J-1 students** are allowed to work on campus up to 20 hours per week when school is in session (during the fall and spring semesters). There is no limit to the number of hours students may work during official school breaks (winter break, summer). **J-1 students** must receive permission from their program sponsor prior to beginning on-campus employment. On-campus employment eligibility ends if you complete or withdraw from your academic program. Off-campus employment requires permission in advance and must meet certain conditions in order to be authorized
- J-1 students** and their J-2 dependents are required by federal law to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor status, pursuant to 22 CFR 62.14. A willful failure to carry insurance is considered to be a violation of your legal status in the U.S. and will result in immediate termination of your status, pursuant to 22 CFR 62.45(d) and (f).
- You must report any change of address or residence and/or any change of name directly to ISSS or via ISIS self-service **within 10 days** of the change.
- You must notify ISSS prior to traveling outside the US so that the Form I-20 or Form DS-2019 can be signed for travel or a new form can be issued, if required. It is recommended that students request the travel signature or updated Form I-20 or Form DS-2019 at least two weeks prior to their planned departure.
- You must notify ISSS of any accompanying dependents in F-2 or J-2 status and provide biographical information and immigration information regarding those dependents.
- If you are subject to Special Registration, you must comply with all requirements set forth at [www.ice.gov/nseers/](http://www.ice.gov/nseers/).

**IMPORTANT NOTE:** This information is not exhaustive and is subject to change without notice. International students should contact ISSS to arrange an appointment to discuss any questions or concerns related to your legal status in the US.

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By my signature below, I verify that I have read this document and I understand its contents. I acknowledge that it is my responsibility solely to maintain continuous lawful immigration status and that I alone will bear the consequences of violating my immigration status. I also affirm that I have been informed of my responsibility to maintain appropriate medical insurance throughout the duration of my program of study. Therefore, I hereby release and hold harmless UCD, the Board of Regents of the University, the University's faculty, staff, agents, and employees from any claim which could result from any failure on my part to maintain lawful immigration status and mandatory, appropriate, comprehensive, medical insurance.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_