

**For F-1 students, US Immigration Regulations require you to do the following:**

- 1) **Get a travel signature by checking in at RIT International Student Services (ISS) each September.** We are located above the Ben & Jerry's in the SAU, upper level. Our phone number is 585-475-6943 and website is [www.rit.edu/iss](http://www.rit.edu/iss). We're open M-F, 8:30AM - 4:30 PM, and can be reached in an emergency through Public Safety at 585-475-3333. While you are a student at RIT, you should never enter the US in "visitor" status. You are allowed to travel, but must always enter using your RIT I-20 and declaring that you are a student if you need a new I-94 card. (Generally, you are allowed to keep your current I-94 unless traveling by air.)
  
- 2) **Keep your address updated with RIT:**  
If you live in RIT housing we receive your updated address automatically. If you live off campus, you must update your address here: [rit.edu/sis](http://rit.edu/sis)
  
- 3) **Do not work off-campus without advance permission and written authorization from International Student Services or the US Citizenship & Immigration Services.\***  
  
***You are allowed to work up to a maximum of 20 hours/week on-campus\*\* (during the academic year, including finals week), and you may work up to 40 hours/week on-campus during official school breaks and the summer term.***
  
- 4) **Enroll in at least 12 credits so you will be full time each quarter (summer is optional).** If you are considering going below 12 credits, please meet with your Academic Advisor, tell them you are an international student, and ask your advisor to complete our "**Reduced Course load Form**" <http://www.rit.edu/studentaffairs/iss/forms.php>

**\*Off-campus work:**

You must first complete 9 months in the US as a full time college student; then you must be registered with the RIT Co-op Office, and registered for a Co-op with your Academic Department; and obtain CPT, Curricular Practical Training authorization from ISS (appears on page 3 of your I-20).

**\*\*Social Security Card**

If you find a job on campus, bring your "hire form" to ISS and we will assist you in applying for a US Social Security card. This card is required by RIT to keep you on our payroll. Until you submit your card, all your paychecks will come to the ISS. After getting your Social Security card, you can enroll in electronic paycheck/direct deposit to your bank account.

- 5) **Carry your passport and I-20 whenever you leave Henrietta. This is especially important around all travel hubs (long distance bus station, train station and airports). Border Patrol is very active Rochester and in other cities along Lake Ontario.**
  
- 6) **Working in the US after graduation.** Consult our website for instructions and application forms 3 to 4 months before you graduate, so you can apply for a work permit with our help. The permit is granted under what is called “**OPT**”, **Optional Practical Training**, and allows you to work full time in the US in a job related to your major for 12 months, and for some majors, up to 29 months. US Immigration takes about 3 months to process that request, so plan ahead. We also host an immigration attorney workshop each spring to discuss other options to work post-graduation, such as NAFTA/TN and H1b visas.
  
- 7) **Keep your I-20 up to date** (see section #5 for expiration date). To extend your I-20's end date, please ask your Academic Advisor to complete our program extension form, available here: <http://www.rit.edu/studentaffairs/iss/forms.php>
  
- 8) **You must file a US Tax Return.** File a US Internal Revenue Service Form 8843 starting April 2012 (we will send you a reminder with a link), and, if you worked in the US during the prior calendar year, then by law you must also file a tax return, generally due around April 15<sup>th</sup>. We will send you emails as the date approaches.
  
- 9) **Please respond to emails from RIT International Student Services.**  
Our team is Jeff Cox, Lilli Jensen, Kate Blackburn, Sue Joseph, Patti DiPassio, and Terry Eckerson
  
- 10) **Reminder:** that before leaving Rochester, you will need to obtain a **travel signature** from ISS, signed during the current academic year, in order to re-enter the US.