

# FORT HAYS STATE UNIVERSITY

## STAYING LEGAL

### F1 & J1 BASICS

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- **KEEP PASSPORT VALID** – carry with you at all times, especially when traveling (in the US and abroad).
  - **RENEW** passport at least six months **BEFORE** expiration date.
- Always follow U.S. CUSTOMS & BORDER PATROL **ENTRY AND EXIT PROCEDURES**. Review any updates before traveling, it is your responsibility to know current regulations.
- Know I-20 or DS-2019 **EXPIRATION DATE**. If necessary, request an extension **BEFORE** document expires.
- Keep **LOCAL ADDRESS CURRENT** – verify in TigerTracks and notify International Student Services Office.
- Follow **SPECIAL REGISTRATION REQUIREMENTS**, if applicable.

#### ENTRY/EXIT TO UNITED STATES:

- **AFTER EACH ENTRY** to the US, print **ELECTRONIC I-94** and bring PASSPORT to ISSO to copy annotated stamp.
- **PRIOR** to leaving US, confirm I-20 or DS-2019 has been **PROPERLY SIGNED** for travel by ISSO office. Failure to have proper signature could result in denial entry to US.
- Upon **COMPLETION** of degree or exchange program, F1 students must exit the US in 60 days and J1 students must exit the US in 30 days.

#### EDUCATION:

- **UNDERGRADUATE STUDENTS**: complete minimum **12 HOURS** of courses each semester.
- **GRADUATE STUDENTS**: complete minimum **9 HOURS** of course work each semester.
- Request a NEW I-20 or DS-2019 for any **CHANGE IN MAJOR** or grade level.
- Notify the ISSO advisor **BEFORE** dropping classes.
- Attend **CPT AND OPT WORKSHOPS** to hear current regulation requirements.
- Notify ISSO if you plan to **TRANSFER** to another college or university.

#### WORK:

- May work less than 20 hours **ON CAMPUS – ONLY** when classes are in session.
- Notify ISSO **BEFORE OFF CAMPUS EMPLOYMENT** (including internships, assistantships, etc.)
  - Must have proper **AUTHORIZATION FOR WORK OFF CAMPUS**, failure to follow regulations could result in out of status.

ALWAYS READ E-MAILS AND CORRESPONDENCE FROM INTERNATIONAL STUDENT SERVICES OFFICE! If you have any questions or concerns regarding YOUR immigration responsibilities, please visit the ISSO office, we are happy to assist you!

LOCATION | Sheridan Hall 204 | PHONE: 785-628-4176  
EMAIL | [international@fhsu.edu](mailto:international@fhsu.edu)



**FORT HAYS STATE UNIVERSITY**  
INTERNATIONAL STUDENT SERVICES

*Forward thinking. World ready.*