



RESPONSIBILITIES OF AN EWC J-1 STUDENT

With the finalization of new regulations by the U.S. Department of Homeland Security (DHS) and the U.S. Department of State (DOS) implementing the Student & Exchange Visitor Information System (SEVIS), it is critical that international students maintain their legal status in the United States. Students must be aware of and comply fully with the following:

- Maintain a valid passport at all times, unless exempt from passport requirements.
□ Complete a full course of study during normal enrollment periods (Fall & Spring Terms). If not enrolled full-time (8 credits for graduate students; 12 credits for undergraduates), you must receive authorization/permission from the your respective EWC Education Program Coordinator in advance. You and your Program Coordinator must complete the EWC Visa Office form, "Request for Authorization to Drop Below Full-Time Enrollment" and submit it to the EWC Visa Office prior to registering for less than a full course load or prior to dropping below a full course load.
□ Apply for an extension of your program of study prior to the expiration date on your Form DS-2019 if you cannot complete your program by the end date of your degree fellowship. J-1 degree students may complete the EWC Visa Office form, "Request for Visa Sponsorship to Complete Degree."
□ Obtain a new Form DS-2019 before changing your academic program from one degree level to another or one major/field of study to another (e.g., from Chemical Engineering to Physics). You must receive authorization/permission via your EWC Education Program Coordinator/Visa Office using the Education Program's Request for Action Form in advance.
□ You are NOT allowed to work in the United States without authorization. J-1 students are only allowed to work on campus with their J-1 program sponsor's authorization. If the East-West Center is the sponsor, the "Application for J-1 Student On-Campus Employment Authorization" must be completed and approved. J-1 students with another program sponsor should contact their J-1 program sponsor directly.
□ Report any change of e-mail address or residence and/or any change of name directly to the EWC Visa Office wongv@eastwestcenter.org within 10 days of the change. The EWC Visa Office will electronically notify DHS of residential address changes via SEVIS as required by the new regulations.
□ Notify the EWC Visa Office prior to traveling outside the U.S. so that the Form DS-2019 can be endorsed for travel or a new form can be issued, if required. Students file a Leave of Absence/Approved Absence Request with their Scholarship Coordinator or Travel Request with their IP Partner (IFP Fellows) prior to requesting a travel validation on their DS-2019.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to the EWC Visa Office.

Signature _____ Printed Name _____ Date _____
Dorm /No: _____ Dorm Tel. Ext. X _____ E-mail: _____