

Reportable Events

Office of International Students and Scholars
Eastern Illinois University

New regulations have been enacted by the United States Congress that international students need to take very seriously during their time here at Eastern Illinois University. The Office of International Students and Scholars is required to report and update many student issues within the Student and Exchange Visitor Information System (SEVIS). The new regulations require that you report many events to the Office of International Students and Scholars and we have outlined many of those situations below and included tips to help you maintain status. *You are responsible for following the Federal guidelines and this form is intended to assist you.*

You must report the following events to the Office of International Students and Scholars:

1. Change of Address: If you have any change in living arrangements, you must fill out the Change of Address Form that is available from the office or on-line. This includes email address, phone number, home country mailing address, and any other contact information. *You must report this information to the office within 10 days of moving.*

2. Change of Visa or Passport Status: You must keep your passport valid at all times; however, citizens of Canada are exempt from the passport requirement. If a student will be leaving the U.S. and will need a new visa issued prior to re-entry, you must notify the office.

3. Change of Major

4. Dropping below full-time enrollment: All International students must enroll in a full course load during each semester they are enrolled. Only under limited circumstances can an International student attend classes less than full-time and this **must** be pre-approved by the Director of International Admissions **before** the semester begins.

Fall and Spring FT Undergraduate enrollment: 12 hrs.

Fall and Spring FT Graduate enrollment: 9 hrs.

Summer enrollment is optional

5. Change in Financial circumstances: A change in your financial resources of 30% or more requires the issuance of a new I-20.

6. Program extension: If you can not complete the degree program by the date on the I-20, you must request an extension to complete the program. Please see the International Programs office at least 30-60 days before your I-20 expires.

7. Optional Practical Training (OPT) application: You must apply for OPT prior to completing your degree program.

8. Curricular Practical Training (CPT) authorization: You must apply for CPT prior to completing your degree program.

9. Off-campus employment application: An application to work at an off-campus site must start in the International Programs office. Students must meet certain requirements in order to be eligible to work off-campus.

10. Reinstatement request

11. Add a dependent

12. Replacement of a lost or damaged form

13. Change of degree level

14. Travel signatures on your current I-20 are full and a new I-20 must be issued to authorize subsequent travel

It is the student's responsibility to notify the International programs office of the above reportable events.

Office of International Students and Scholars

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