



Richland College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

STUDENT GUIDELINES TO MAINTAIN LEGAL F-1 STATUS

- Maintain a passport valid for at least six months into the future.
- Attend the college or university that the United States and Immigration Services (USCIS) has authorized you to attend.
- Continue to carry a full course* of study each regular semester (fall and spring). If a problem arises, talk to your International Student Advisor prior to dropping below full course of study.
- 9 credit hours of the 12 required hours must be taken as in-class lecture courses.
- CLEP exams and credit by exam courses may not be used as part of the required 12 hours.
- Registration for the required 12 hours must be done prior to the first day of the semester.
- Concurrent enrollment at other DCCCD colleges or other colleges/universities must be approved by your International Student Advisor.
- Maintain good academic standing of 2.0 GPA or better.
- A change in educational level from the Intensive English Program to college level programs or change of major requires a new I-20. Please contact your International Student Advisor at least 30 days prior to the beginning of the new program.

Printed Name

Signature

Student ID

Date

- Do not change schools without first contacting your International Student Advisor for the proper procedures.
- Limit on-campus employment to 20 hours per week while school is in session. **
- Do not engage in off-campus employment without authorization from the USCIS.
- Report a change of address, phone number, or email address to the International Office within 10 days.
- Meet all financial obligations at Richland College. If problems arise, talk to your International Student Advisor.
- Request travel authorization from the International Student Office at least two weeks before leaving the U.S.
- Please contact the International Office regarding any immigration issues or questions.

***FULL COURSE OF STUDY**

- A **minimum** of 12 credit hours for college level. (**no more than the equivalent of one online/distance education class or three credits per session may be counted toward the “full course of study” requirement; 9 credit hours of the 12 required hours must be taken as in-class lecture courses**)
- 18 clock hours for the Intensive English Program

Students who fail to maintain a full course of study are out of status and ineligible to work on campus, or to apply for off campus employment. Failure to maintain status may also affect the ability to transfer to another school. You must meet with an International Student Specialist to file for Reinstatement.

****ON-CAMPUS EMPLOYMENT:** F-1 students who maintain their legal status and are in good standing at Richland College are eligible to work on campus up to 20 hours per week without immigration authorization. When classes are not in session, the student may work additional hours with supervisor’s approval.

Printed Name

Signature

Student ID

Date