

# International Student Services Office

The International Student Services Office (ISSO), a department within JWU Global, coordinates special orientation sessions for new international students. It also offers nonlegal advice on matters relating to immigration and visas, and information on cultural adaptation and university services. Over the course of the year, many seminars are conducted to familiarize students with issues such as immigration, taxes, culture and employment.

International students must abide by the rules and regulations set forth by the U.S. Department of Homeland Security. The rules that international students are personally responsible for upholding are as follows:

1. Students must attend the school for which they are authorized and use the Form I-20 or DS-2019 Johnson & Wales University provided to them to enter the United States.
2. Students must keep their passport and I-20 or DS-2019 valid at all times. I-20s or DS-2019s must be updated when any information on them changes (e.g., name, major, sponsor). If necessary, students can extend their Form I-20 or DS-2019 no later than 30 days **before** it expires. Students should always know their program end date by checking their most recent Form I-20 or DS-2019.
3. F-1 and J-1 students must carry a full-time course of study every semester from August to May. Failure to maintain full-time status will result in the loss of F-1 or J-1 status. This means as follows:
  - Undergraduate students must take**
    - A minimum of four 3.0 semester credit hour courses each semester (i.e., 12 credits each semester)
    - Nine of the twelve credits as face-to-face instruction (in person) each semester; students may also take additional credits online
  - Graduate students must take**
    - A minimum of three 3.0 semester credit hour courses each semester (i.e., 9 credits each semester)
    - Six of the nine credits as face-to-face instruction (in person) each semester; students may also take additional credits online
    - Students must have face-to-face (in person) instruction for the entire 16-week semester to maintain F-1 or J-1 status.
4. If summer is student's last semester, they have to maintain full-time status or complete a Reduce Course Load Form approved by their academic advisor. If there is only one class remaining in student's last semester, it may NOT be an online course.
5. On-campus employment must be limited to a total of 20 hours per week while school is in session.
6. Off-campus employment (Practicum, Curricular Practical Training, Academic Training, Optional Practical Training, STEM OPT Extension) may only be granted after the student applies to the U.S. Citizenship and Immigration Services (USCIS) through ISSO.
7. Students need to check their travel documents to be certain they are in order before leaving the United States. All trips outside the United States require a signature on the Form I-20 or DS-2019 from a Designated School Official (DSO) or Alternate Responsible Officer (ARO) to re-enter the United States. Travel endorsement signatures require updating every semester a student plans to travel outside of the United States.
8. Report a change of residence to ISSO and USCIS no later than 10 days of the change through [jwuLink](#).
9. Whether students worked the previous year or not, they must file a tax form with the Internal Revenue Service (IRS) on or before April 15 of each year they reside in the United States. It is the student's responsibility to understand and comply with the terms of their immigration status during their stay in the United States.
10. Violations of immigration regulations could jeopardize F-1 or J-1 status and ability to stay lawfully in the United States. Refer to the ISSO webpage for further information.

Questions concerning these regulations or any other international student issue may be directed to our international student advisors:

- Providence
- Charlotte