

The Art Students League of New York

Responsibilities of International Students

International students are required to maintain a valid immigration status during your stay in the United States. Your status is reported to the U.S. government on a regular basis through the Student and Exchange Visitor Information System (SEVIS). Please read the following requirements carefully and make sure that you fully understand your responsibilities.

1. Enroll in a Full Course of Study (Register 1 Full-time and 1 Part-time Class).

You are required by law to register and attend for a minimum of 25 hours per week for the 9-month school year. Be sure to register on time for your classes. A reduced course load and concurrent enrollment at another school is possible, but you must be authorized to do so. See your International Student Advisor for the authorization BEFORE you drop below 25 hours per week.

2. Update your Local Address

You are required by law to notify your International Student Advisor within 10 days of a change of address. Be sure to report any change in your telephone number, cell number and email. Also, report a change of name due to marriage and a change in dependents. A new I-20 Form must be issued to reflect the changes.

3. Keep your I-20 Form Current

Information listed on your I-20 Form must be kept current at all times. Such information includes your program end date and field of study. If any of this information changes, you must notify your International Student Advisor immediately. Most importantly, if you cannot complete your program of study by the end date listed on the I-20 Form, you must have it extended before the program end date. Also, see Item 2 above.

4. DO NOT engage in Unauthorized Employment

Working without authorization is illegal. F-1 students may work on-work campus for a maximum of 20 hours per week during the school year and full-time during vacations. Students may engage in internships after it is authorized by your advisor. Any off-campus employment, such as Optional Practical Training, must be authorized by Immigration (US Citizenship and Immigration Services) before you start working. *Working illegally will put you out of status, and may affect your enrollment at the ASL.*

5. Obtain a Travel Signature

You are required to have your I-20 Form endorsed within the preceding 12 months in order to re-enter the U.S. upon traveling abroad. If you are traveling during your 9-month school year, complete a "Request for I-20 Travel Endorsement" form. Please keep in mind that you will be required to make up the time during the school year. There may be exceptions due to certain circumstances where an extension to your end of program date is warranted. Discuss this with your International Student Advisor.

6. Abide by your Duration of Status

Your Duration of Status ends 60 days after the program end date. You must leave the U.S. or transfer to another school by then. The grace period for an authorized early withdrawal or authorized leave of absence is 15 days. *If you drop out of school altogether, you have 10 days to leave the country. Overstaying your visa status is illegal and it has severe penalties. If you overstay more than 6 months, you will be barred from reentering the U.S. for 3 years; if over a year, you will be barred from reentering the U.S. for 10 years.*

7. Keep your Documents Safe

You must keep your passport valid for at least 6 months ahead, and keep all of your immigration documents in a safe place. Lost or stolen documents must be reported to your International Student Advisor.