

SEVIS CHECK LIST for STUDENTS

All international students **MUST** report to the International Center any of the following events, within 10 days of their occurrence:

- _____ change of address
- _____ change of major field of study
- _____ change in financial situation, such as sponsor, scholarship, financial aid
- _____ change in enrollment status (full time vs. part-time)
so, if you add/drop courses, especially if you drop below full time
confer with Foreign Student Adviser **BEFORE** you drop
- _____ termination of studies/withdrawal
date and reason
- _____ transfer to another school
when (for which term)
where (to which school – include copy of new I-20)
- _____ number of credit hours completed **at end of each semester**
- _____ completion of studies
- _____ **off campus employment**/Curricular Practical Training/Economic Hardship
type of employment authorization (CPT, EH)
employer (company name)
employer address (street address where you will work, city, state)
start date
end date
full time or part time
- _____ Optional Practical Training (OPT)
start date
end date
EAD received date (include copy of EAD)
employer (company name and address)

(Revised 1/7/2004)