WELCOME INTERNATIONAL STUDENTS
MAINTAINING F-1 VISA STATUS

- Full-Time Enrollment
- Keeping Your Personal Information Current
- Maintaining Valid Travel Documents
- Pursuing Authorized Employment
- Extending Your I-20 if You Need More Time
- Making Changes to Your Program
- Dropping Classes
- Traveling Outside the U.S.
- Transferring to Another School
- Planning Graduation
Full-Time Enrollment

- Undergraduate students must be enrolled in at least 12 credit hours per semester.
- Graduate students must be enrolled in at least 9 credit hours per semester.
  - Graduate students may request authorized reduced course load if they are approved for Graduate Research Assistantships or Graduate Teaching Assistantships.

  Only three (3) credit hours may be taken online. Only six (6) credit hours may be taken by concurrent enrollment (i.e., as a visiting student at another school).

- Doctoral students must be enrolled in at least four (4) credit hours or dissertation research credits to maintain status.

Authorization to be Enrolled Less Than Full Time is Required

See Your International Student Advisor
Updating Personal Information

- You are required to report any changes to your personal information within 10 days of the change.
  - Report change of address to International Student Services at cscott@mbts.edu.
  - Report current home country address to International Student Services cscott@mbts.edu.
  - Report any changes to your personal status such as marriage, a new birth, or change of visa status (including achieving Permanent Resident status) by sending the new visa, passport, EAD or “green card” to cscott@mbts.edu.

Keep Your Travel Documents Current

- Apply for passport renewal at least 6 months prior to expiration.
- Your visa is valid for the duration of your stay, which is the program end date on Line 5 of your I-20. There is no need to travel to your home country for visa renewal as long as you are maintaining your status in the U.S.
- Your I-94 card must have the same Duration of Status stamp that is on your Initial I-20. If this stamp is missing, contact International Student Services.
Authorized Employment

F-1 visa holders may work part-time (no more than 20 hours per week) on campus during regular semesters and full time during summer and spring breaks.

Off-campus work is only available with prior authorization:

- Curricular Practical Training (CPT) - Part-time, off-campus work, in your degree field, with a job offer letter, prior recommendation from your academic advisor, and a CPT I-20.
- Students must be enrolled full time for one academic year to be eligible for CPT.
Authorized Employment

- **Optional Practical Training (OPT)** – Post-graduate work, in your degree field, with application to the Department of Homeland Security, and receipt of an Employment Authorization Card (EAD card). Pre-Completion OPT is possible. See an International Student Services advisor.

- **Economic Hardship** – Any international student may apply for Economic Hardship work authorization after one academic year of study if facing loss of sponsorship, tragic disaster in their home country that affected the economy, or reasons deemed applicable by the Department of Homeland Security adjudication officer. Application to DHS is required. See an International Student Services advisor.
You Must File Taxes Every Year

IRS help with Non-resident or Resident returns

- National Hotline (800) 829-1040

For assistance with your income tax return by Internal Revenue Service employees:
Phone: (314) 612-4002

Missouri Department of Revenue Websites & Phone Numbers:

- Main site [dor.mo.gov/tax](http://dor.mo.gov/tax)
- Frequently Asked Questions [dor.mo.gov/faq/personal/](http://dor.mo.gov/faq/personal/)
- Free preparation of your Missouri individual income tax return by Department of Revenue employees:
  3256 Laclede Station Rd., Ste. 101
  Maplewood, MO 63143
  Phone: (314) 877-0177
Authorized Employment

F-2 DEPENDENTS MAY NOT BE EMPLOYED UNDER ANY CIRCUMSTANCES. THIS IS A VIOLATION OF THEIR VISA STATUS AND MAY NOT BE CORRECTED BY REINSTATEMENT.

A good name is to be chosen over great wealth; favor is better than silver and gold.  

Prov. 22:1-2
MAINTAINING F-1 VISA STATUS

Dropping Classes

- Students may not drop below full-time enrollment without prior authorization from an International Student Services advisor.
- Students receiving a failing grade must discuss next semester courses with an International Student Services advisor.
- Students experiencing medical difficulties must apply for reduced course load *before* dropping below full time enrollment. *A letter from a doctor or mental health provider is required.*
MAINTAINING F–1 VISA STATUS

Making Changes to Your I–20

- Students may not change their degree program or major without prior approval from their academic and International Student Services advisors. This process will require a new I–20; therefore, please see both advisors in advance.

- Students may add a dependent to their I–20 when married outside the U. S. If a child is born in the U.S., please provide a copy of the birth certificate or passport to International Student Services.
MAINTAINING F–1 VISA STATUS

Making Normal Progress Toward Your Degree

- Students must meet the academic requirements established by the Seminary.

- Interruptions to enrollment such as academic probation or financial holds due to non-payment place students’ visa status at risk. See an International Student Services advisor if you are having difficulties.

- If you don’t think you will graduate by your current I–20 program end date, you may request an extension at least 30 days prior to the end date on Line 5 of the I–20. See an International Student Services advisor.
Maintain Academic Integrity

Students are expected to use care when writing their papers, using quotes, and citing sources.

- Academic probations and suspensions due to plagiarism and other forms of academic dishonesty result in under enrollment or inability to enroll, which may cause you to be “out of status.” Carefully read the Seminary’s Academic Catalog for guidelines.

  See an International Student Services advisor if you are on probation or have been suspended.

- Students must carefully read their class syllabus and clearly follow professor’s instructions for the best performance on course work and projects.
Traveling Outside the U.S.

- Students may travel outside the U.S. during summer and spring breaks by obtaining a travel endorsement on their I-20 from an International Student Services advisor. Requests should be submitted no later than 10 business days before the expected trip.

- Students who plan to conduct research abroad must see an International Student Services advisor for an updated I-20.

- Students who plan to leave their F-2 dependents (wife and children) in the U.S. for extended periods of time should discuss their travel plans with an International Student Services advisor.

- F-2 dependents may travel to and from the U.S. whenever they wish as long as the F-1 student is maintaining visa status.
MAINTAINING F-1 VISA STATUS

F-2 Dependents

- F-2 dependents reaching the age of 21 must apply for their own F-1 visa status. This application must be submitted prior to their 21st birthday.
MAINTAINING F–1 VISA STATUS

Transferring to Another School

- Students who are transferring from MBTS to another school must submit a transfer request with an International Student Services advisor, and an admission letter from the new school.
Planning for Graduation

- Students expecting to graduate should complete an Exit Form with International Student Services.
- Graduating students have a 60-day grace period to make the following changes:
  - advance to a new degree level
  - transfer to another school
  - apply for another visa status
  - apply for Optional Practical Training (OPT), or
  - leave the U.S.
- If a student plans to participate in OPT, he or she must complete OPT orientation. Contact an International Student Services advisor at least 90 days before expected graduation date for instructions.
Candice M. Scott, Designated School Official, International Student Services, cscott@mbts.edu ● 816-414-3713
Hours 8 a.m. – 4 p.m. Monday - Friday

Dr. Michael D. Hawkins, Registrar Assistant Professor of Pastoral Ministry Primary Designated School Official 816-414-3713