

## INTERNATIONAL STUDENT CHECK-IN FORM

SUBMIT COMPLETED FORM TO GLOBAL ENGAGEMENT: [international@thechicagoschool.edu](mailto:international@thechicagoschool.edu)

**Directions:** To be completed by all International students at check-in/International Student Orientation. Please review the agreement carefully, mark that you've read each statement and sign below. Submit the form to the Designated School Official (DSO) or Alternative Responsible Officer (ARO) when complete.

LAST NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_  
 SCHOOL E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_ CAMPUS: \_\_\_\_\_  
 TERM AND YEAR: \_\_\_\_\_ DEGREE LEVEL: \_\_\_\_\_ PROGRAM: \_\_\_\_\_  
 SEX:  MALE  FEMALE  Other     
 DATE OF BIRTH MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_

IMMIGRATION STATUS:  F-1  J-1  Other: \_\_\_\_\_ SEVIS ID# (F-1/J1):    N \_\_\_\_\_  
\* Students in Other Status complete the 1<sup>st</sup> page of this form only

**U.S. ADDRESS:**

Make sure to include an apartment number/unit number/suite number if it applies.

STREET ADDRESS & APARTMENT NO. (IF ANY):		
CITY:	STATE:	ZIP:
HOME PHONE:	ALTERNATIVE PHONE:	
PERSONAL EMAIL ADDRESS:		

**PERMANENT ADDRESS IN HOME COUNTRY:**

ADDRESS:	
CITY:	STATE/PROVINCE:
COUNTRY:	POSTAL CODE:
HOME PHONE:	ALTERNATIVE PHONE:

**EMERGENCY CONTACT IN HOME COUNTRY:**

FIRST NAME:	FAMILY NAME:
RELATIONSHIP:	PROFICIENT IN ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS:	
CITY:	STATE/PROVINCE:
COUNTRY:	POSTAL CODE:
HOME PHONE:	ALTERNATIVE PHONE:
EMAIL ADDRESS:	

**EMERGENCY CONTACT IN THE U.S.:**

FIRST NAME:	LAST NAME:	
RELATIONSHIP:	PROFICIENT IN ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	ALTERNATIVE PHONE:	
EMAIL ADDRESS:		

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As an F-1 or J-1 student, I understand that:

- 1) \_\_\_\_\_ I am responsible for maintaining my non-immigrant status and monitoring all federal and regulatory changes. This includes that I must be enrolled in a full course of study each term unless otherwise authorized by my DSO/ARO to be below full time (consult the Student Handbook for full-time status information).
- 2) \_\_\_\_\_ I must notify my DSO/ARO **before** I consider accepting any form of employment (Paid or Unpaid), internship, practicum, assistantship or volunteer work to determine my eligibility and follow all necessary procedures (The Chicago School and USCIS) to get proper authorization for work, both on-campus (i.e. assistantship or part time job) and off-campus (i.e. Optional Practical Training, Curricular Practical Training, or Academic Training).
- 3) \_\_\_\_\_ I must keep my **passport** valid at all times.
- 4) \_\_\_\_\_ I must file the required federal income tax return each year regardless of my employment status.
- 5) \_\_\_\_\_ I must check with my DSO/ARO before I plan to travel outside the U.S., including Canada and Mexico, and get my I-20/DS-2019 signed, if necessary. The travel signature on the 2<sup>nd</sup> page of my I-20 is valid for 12 months during my study.
- 6) \_\_\_\_\_ I must keep my mailing address and physical address updated within 10 days of relocation with the school (notifying the Office of the Registrar) and with USCIS (notifying my DSO/ARO).
- 7) \_\_\_\_\_ I will be considered “out of status” and must file a request for reinstatement in order to regain my legal status to continue my studies if I do the following: register for fewer than a full-course of study without prior authorization; if I am dismissed by the school for academic or disciplinary reasons; if I quit going to class; or I have worked without proper employment authorization.
- 8) \_\_\_\_\_ I must complete my studies by the program end date on my I-20/DS-2019 **or** contact my DSO/ARO to determine if I qualify for an extension. It is my responsibility to request an **extension before my I-20/DS-2019 expires**.
- 9) \_\_\_\_\_ I must notify my DSO **beforehand** of any change in my educational level/program or if I wish to transfer to another institution.
- 10) \_\_\_\_\_ **F-1 Students:** I only have a 60 day grace period to depart the U.S. or change to another immigration status once I am no longer attending school, unless I have applied for Optional Practical Training. I understand that I only have a 15 day grace period if I am granted an authorized early withdrawal from school.  
  
**J-1 Students:** I only have a 30 day grace period to depart the U.S. or change to another immigration status once I am no longer attending school. I understand that if I wish to change my status that I am responsible for working with my new intended sponsor to ensure I am eligible for the change of status based on J-1 visa regulations. I understand that I only have a 15 day grace period if I am granted an authorized early withdrawal from school.

I have read and understand the International Student Check-In form. I understand that these are in addition to the rules, policies, and guidelines found in the school catalog/handbook. I have been informed how to find the student handbook on the The Chicago School website. I understand that it is my responsibility to comply with all immigration regulations in order to maintain my F-1/J-1 status.

NOTE: Students who are not in F-1/J-1 status (such as F-2/H-4/A/R/O, dependents, etc.) are fully responsible for their own immigration status. The International Student Check-In Form does not apply to these students, and as such, these students should only fill out the 1<sup>st</sup> page of the form and sign.

PRINTED NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_