

## **RESPONSIBILITIES OF A J-1 STUDENT**

Persons in J-1 student status are responsible for learning, understanding, and complying with U.S. federal laws and regulations governing the J visa. Failure to do so will violate the J-1's status in the U.S. My responsibilities include but are not be limited to the following:

### **Report Address Changes to the International Services Office (ISO)**

U.S. federal regulations require all J-1s to report a change of address within 10 days of the address change to the ISO. The U.S. federal government requires J-1s to report this directly to ISO. ISO is required to provide this and other scholar data to the federal government electronically. No other university office is authorized by the federal government to process this data, though other offices may also need to be notified of this change.

### **Report Departure Date and Reason to ISO**

Periodically, J-1s leave the University early or unexpectedly due to a variety of reasons. U.S. federal regulations require J-1s to inform their advisor in the International Services Office if they plan to leave LSU HSC-New Orleans before the end date listed on their current DS-2019 form as well as the reason for doing so. If a J-1 student withdraws from classes or stops attending classes without prior approval from the ISO, this can impact future ability to return to the U.S. as a student.

### **Report Changes in Program to ISO**

J-1s must notify the ISO through their Program Coordinator/School whenever there is a change in their program activity (change in major/minor or education level) or program dates (delayed graduation/early graduation). Non-Degree students are not permitted to change to Degree student or vice versa. This is considered a change in program objective.

### **Maintain a Full Course of Study**

J-1 regulations require that students maintain a full time course load for each regular semester (Fall and Spring). For undergraduate students, full time enrollment is a minimum of 12 credit hours. For graduate students, full time enrollment is a minimum of 9 credit hours. Federal Regulations permit only three (3) credit hours of online classes to count toward the full time minimum per semester. Students who need to enroll in less than full time credits (if permissible) must request and receive appropriate approval from ISO **before** dropping any hours putting them below full time enrollment. Students in their last semester or Students who are Non-degree may be less than full time, but be scheduled to graduate or maintain their prescribed course of study.

### **Abide by Employment Regulations**

J-1s may generally work **on campus** as graduate assistants or student worker for up to 20 hours per week if enrolled full time and up to 40 hours per week during regular school breaks. All on campus employment is counted in the hour limitations. Thus, a student who is a graduate assistant (50% effort-20 hours) is not eligible for additional student worker hours. Other types of employment may be authorized if requirements are met. **ALL** employment and academic training for J-1 students must be specifically authorized **ahead** of time **in writing** by ISO.

### **Apply for an Extension Prior to Expiration of DS-2019**

J-1s must apply for an extension through their School's Program Coordinator before their DS-2019 form expires if they intend to stay at LSU HSC New Orleans past the expiration/completion date on their current form. Any extension that is beyond the normal length of study must include justification. J-1 Non-Degree Students are limited to 24 months of study/training. The J-2 dependents' program duration cannot exceed that of the J-1.

### **Receive Transfer Authorization Prior to Leaving LSUHSC**

J-1s must receive authorization from the ISO before leaving LSU HSC New Orleans in order to transfer to another institution.

### **Depart the U.S. within 30 Day Grace Period**

F-1s must depart the U.S. within 30 days of their DS-2019 end date or the end of their Academic Training authorization, whichever is later, unless they have applied for a change of status with the U.S. Citizenship & Immigration Services.

### **Obtain Travel Signature Prior to Departing the U.S.**

F-1 Students must obtain their RO/ARO's signature on their DS-2019 form prior to traveling outside the U.S. and returning to LSU HSC New Orleans. This signature is valid for one year or until the expiration date of the DS-2019 form, whichever is earlier.

### **Maintain Valid Documentation**

A J-1 must maintain a valid passport and DS-2019 at all times that they are present in the U.S. before, during or after their J-1 program.

I have read and understood my responsibilities as an J-1 Student at LSU Health Sciences Center New Orleans.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date