

## 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)