



Reporting Requirements

The U.S. Department of Homeland Security (DHS) requires F-1 students to maintain their F-1 records through a number of reporting procedures throughout the course of their F-1 status.

Upon arrival to the campus:

- Provide a copy of your I-94 to the Registrar's Office for your international student file. Your arrival will then be reported to DHS.
- Update the Registrar's Office with your new local address. This must happen within 10 days of obtaining your new address. Your new address will then be reported to DHS by the Registrar.

At all times during F-1 status:

- Name as listed on your passport. You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.
- Visa type or immigrant status. You must notify the Registrar within 10 days of the change.
- Change of dependent's official name, address, visa status or permanent departure from U.S. You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.
- Permanent departure from U.S. You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.

While an enrolled student:

- Update the Registrar with changes to your address. This must happen within 10 days of obtaining your new address. Your new address will then be reported to DHS by the Registrar.
- When changing your major at Austin College, the DHS must be notified. Expect to receive a new I-20 from the Registrar's Office. This I-20 reflects the new major and verifies that DHS was notified. If you do not receive this I-20 by the first day of class, visit with the Registrar to confirm that your change of major has been accurately reported.
- When changing your educational level (undergraduate to graduate level) at Austin College, the DHS must be notified. After your admission to the new level, submit the appropriate financial documents to the Registrar to receive a new I-20. Once issued, this I-20 reflects the new level

and verifies that DHS was notified. This must be completed within 30 days of the beginning of your new program.

While authorized for Optional Practical Training (OPT):

- Update the Registrar with any change of address. This must happen within 10 days of obtaining your new address. Your new address will then be reported to DHS by the Austin College Registrar's Office.
- Initial employment or changes of employment. You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.
- Periods of unemployment of more than 10 days (post completion or coursework completion OPT only). You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.
- Current employment information (STEM extension OPT only). You must notify the Registrar within 10 days of any change AND at **6 and 12 months after the extension start date**. The Registrar will notify DHS.