

## MAINTAINING YOUR F-1 STATUS

For Your Records • Page 1

Please detach the "For Your Records" pages one and two and keep for your records.

Under U.S. law you are *fully responsible* for abiding by the rules governing your F-1 student status. *AMDA's International Student Advisors are required to report to Immigration and Customs Enforcement (ICE) in SEVIS when an F-1 student does not fulfill the requirements of maintaining lawful F-1 status.*

## RESPONSIBILITIES OF F-1 STUDENTS

- 1. Abide by all Local, State and U.S. Laws.**
- 2. Maintain status as a full-time student.**
- 3. Maintain lawful F-1 Status**
- 4. Keep your passport valid at all times.** You must have a valid passport at all times. If your passport will expire, contact your country's embassy or consulate in the United States to renew it.
- 5. Report any address or name change to an International Student Advisor within 10 days of making the change.**
- 6. Get an updated Form I-20 when information changes.** Notify your International Student Advisor if there are any changes in the information on your Form I-20, such as name, citizenship or funding, and get an updated Form I-20.
- 7. Get a travel endorsement signature on your Form I-20 before travelling outside the U.S.** When you want to travel outside the U.S. you will need a travel endorsement from an International Student Advisor in order to re-enter. Be sure to complete and return the AMDA Travel Endorsement Form at least two weeks in advance of your trip.
- 8. Only work as authorized.** F-1 students may only work on-campus and only up to 20 hours per week when school is in session and full time during official school breaks.
- 9. Make sure your program completion date on your Form I-20 is accurate.** Your program completion date on your Form I-20 must always be correct. If you are unable to complete your program by the completion date on the Form I-20, you must request a program extension. Program extensions must be authorized by the Education Department at AMDA. You must schedule an appointment with the Education Department prior to requesting the program extension with an International Student Advisor.

## ADDITIONAL REQUIREMENTS

- 1. Obtain a SEVIS transfer to attend another U.S. school**  
If you plan to attend another U.S. school, college or university, you must notify an International Student Advisor and be "Transferred Out" in SEVIS before your F-1 status ends.
- 2. Conservatory Students - obtain a SEVIS transfer to attend the LA or NY Campus for the 2nd Year**  
If you plan to transfer campuses for your 2nd year, you must notify an International Student Advisor. Your student record must be "Transferred Out" in SEVIS to the campus you will be attending. On your Second Year Application (completed during the 2nd semester) you must indicate your intention to apply for campus transfer and the request must be approved by the Education Department prior to being transferred out in SEVIS.
- 3. BFA Students - obtain a SEVIS transfer to attend NY for the third semester "NY Experience."**  
If you plan to attend the New York Campus for your 3rd semester, you must notify an International Student Advisor. Your student record must be "Transferred Out" in SEVIS to the NY campus. On your Second Year Application (completed during the 2nd semester) you must indicate your intention to apply for transfer to NY and your request must be approved by the Education Department prior to being transferred out in SEVIS.
- 4. Obtain a SEVIS transfer to attend LA for the BFA program**  
Upon completion of the Conservatory program, if you plan to attend the LA campus for the BFA Alumni program, you must request a "Transfer Out" in SEVIS from an International Student Advisor. You must submit the Alumni BFA application and be accepted into the LA BFA Alumni program prior to being transferred out in SEVIS.

## INTERNATIONAL STUDENT TIMELINE

### DURING ORIENTATION OR YOUR FIRST WEEK OF CLASS

Bring the completed Student Update Form, passport with the F-1 Visa Stamp and the Admission (1-94) Record\* to an International Student Advisor. We will make copies of each document for your International Student File.

\* Admission (1-94) Record can be retrieved at [www.cbp.gov/I94](http://www.cbp.gov/I94)

### TWO WEEKS PRIOR TO LEAVING THE U.S.

Whether it is between semesters, during a holiday break or when class is not in session you must complete and return the Travel Endorsement Form at least two weeks in advance of your trip. The Department of Homeland Security advises that International Students travel with an unofficial student copy of your transcript. This would be presented at the U.S. border only if requested by the border patrol official. You can print an unofficial transcript from the student portal.

*Note: You risk being detained at the border when re-entering the US without a travel endorsement signature.*

### THREE MONTHS BEFORE YOUR PROGRAM END DATE

Contact an International Student Advisor if you are interested in applying for OPT (Optional Practical Training). Note: An International Student Advisor will contact all students in their final semester via email with more information regarding the OPT application process.

### TWO MONTHS (60 DAYS) AFTER YOUR PROGRAM END DATE OR OPT END DATE

You must leave the U.S. **unless** you have a petition for a Visa status change pending, have been approved for a Visa status change or have transferred to another institution.

## MAINTAINING YOUR F-1 STATUS

International Student Advisors at AMDA are staff members that have been certified by the U.S. Immigration and Customs Enforcement to serve as P/DSOs (Primary/Designated School Officials). Below is a listing of International Student Advisors that work with enrolled students.

#### New York

Mark Brooks (PDSO)  
212-957-3305  
[mbrooks@amda.edu](mailto:mbrooks@amda.edu)

Robert Manganaro (DSO)  
212.957.3351  
[rmanganaro@amda.edu](mailto:rmanganaro@amda.edu)

Quin Clark  
212-957-3314  
[lclark@amda.edu](mailto:lclark@amda.edu)

Heather Sieracki (DSO)  
212.957.3318  
[hsieracki@amda.edu](mailto:hsieracki@amda.edu)

#### Los Angeles

Milyn Villareal (PDSO)  
323-603-5935  
[mwillareal@amda.edu](mailto:mwillareal@amda.edu)

Mary Ann Saenz (DSO)  
323.603.5941  
[mwillett@amda.edu](mailto:mwillett@amda.edu)

Joseph Siriano (DSO)  
323.603.5912  
[jsiriano@amda.edu](mailto:jsiriano@amda.edu)

Laura Fernandez (DSO)  
323-603-5905  
[lfernandez@amda.edu](mailto:lfernandez@amda.edu)



## UPDATE FORM DEADLINES

First Semester Update Form • Page 1

**PLEASE PRINT CLEARLY** and bring the completed form as well as your passport with Visa stamp (where applicable) to New Student Registration on the first day of orientation. All international students must be registered in SEVIS (Student Exchange and Visitor Information System) at the beginning of each semester and their **local** address is entered into the system at that time. The return of this form will initiate your registration in SEVIS. **Failure to return this form could result in your SEVIS record being terminated.**

## LOCAL INFORMATION

Name: \_\_\_\_\_  
*Last First Middle*

Local Residential Address: \_\_\_\_\_  
*Street Address Apt # (Room number not required if living in AMDA student housing)*

\_\_\_\_\_ *City State Postal Code*

*If you move, you must report your new address to an International Student Advisor within 10 days.*

Local Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## LOCAL EMERGENCY INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_  
*Street Address Apt #*

\_\_\_\_\_ *City State Postal Code*

Relationship to You: \_\_\_\_\_

## I-94 ARRIVAL INFORMATION

Date of Entry and Admission (I-94) Record can be retrieved at [www.cbp.gov/I94](http://www.cbp.gov/I94)

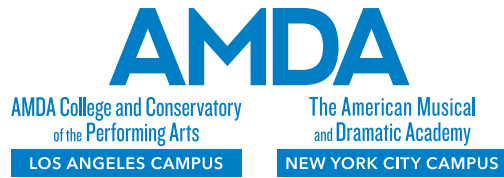
Date of last entry into the US: \_\_\_\_\_ Admission (I-94) Record Number: \_\_\_\_\_  
*MM/DD/YYYY*

Port of entry into the U.S. (City and/or Airport in which you went through customs): \_\_\_\_\_

## HEALTH INSURANCE

Do you have health insurance that will cover you during your stay in the US?  Yes  No

If yes, what is the name of the health insurance company? \_\_\_\_\_



**SIGNATURE PAGE**

Please sign, detach and return to an International Student Advisor with the completed First Semester Update Form.

***I understand that it is my responsibility to comply with the requirements and responsibilities of my F-1 status. I also understand that AMDA is required by federal law to report in SEVIS regarding whether or not I am fulfilling the Requirements of my F-1 status as explained in the "For Your Records" document.***

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Signature

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MM/DD/YYYY

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Print Name