

## INTERNATIONAL STUDENT SERVICE CENTER (ISSC)

### 12 MUSTS FOR INTERNATIONAL STUDENTS

- **Your SEVIS I-20 must be kept valid at all times. It is your responsibility to check your program's end date (see item #5 on your SEVIS Form I-20) and if necessary have your I-20 extended at least 30 days prior to its expiration.**
- **You must use your most recently issued I-20 for travel. Please note that ALL students will be issued a "continued attendance" I-20 from the ISSC. This will be the second I-20 you receive, and should be used for traveling after you begin classes at Baruch.**
- **Your passport must be kept valid at all times.**
- **You must inform the ISSC of a change of address within 10 days of moving. For Graduate and Undergraduate students you can report this by changing your address with the Registrar's office. For Certificate and ESL students you MUST bring the change of address form to BOTH the ISSC and the CAPS office.**
- **You MUST register Full-Time each semester. Full-time for Undergraduate and Graduate Students is a minimum of 12 credits. For ESL and Certificate students Full-Time is a minimum of 18 hours.**
- **In addition to registering full-time, you must successfully complete a full course load each term. You can not withdraw from a course if it will drop you below full-time without getting authorization from the ISSC.**
- **You must maintain good academic standing. For Undergraduate students you must maintain a 2.0 Grade Point Average (GPA). For ESL you must maintain a 2.5 GPA. For Certificate students you must maintain a 3.0 GPA. Graduate students should speak with their respective schools to find out the requirements for maintaining good academic standing.**
- **You must pay your tuition bill on time or you will fall out of status.**
- **If you are going to travel outside of the US you MUST come to the ISSC Two Weeks prior to traveling to have your most recently issued I-20 signed.**
- **If you are working on-campus or at another CUNY college, you must be re-certified to work EACH semester. You must bring a letter of employment to the ISSC for approval BEFORE beginning to work each semester.**

- **You are not permitted to work off campus with approval for Curricular Practical Training (CPT) or Optional Practical Training (OPT). CPT is only available for Graduate and Undergraduate students. OPT is available for Certificate, Undergraduate and Graduate students, but not for ESL students.**
- **Students who are completing their program can apply for OPT as early as 90 days prior to completion of their program. The latest your application for OPT can be received by the USCIS is 60 days after you complete your program.**