



When to Contact Your Designated School Official (DSO)

Contact Information: Ms. Jabrea Hinmon

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Phone number: 410-651-8428

Location: 1st Floor of Student Services Center (SSC), Office of Admissions & Recruitment, Suite 1140

Communicate with and contact your DSO for any of your SEVIS and Form I-20 needs at all times. Make sure that your I-20 is accurate at all times. **Contact your DSO within 10 BUSINESS DAYS IF:**

- **Any changes need to be made to your Form I-20.**
 - Changes include: a change in major, change of address, graduation dates, etc.
- **You plan on leaving out of the country during school breaks or for emergency travels.**
 - You will need to request an Online Travel Request Google Form prior to your departure.
 - Contact your DSO prior to your departure to complete the form and to schedule an in-person appointment for your approval to leave and return back to the US.
 - During your travel request appointment, bring your ACTIVATED Form I-20 with you. A signature will be required on your I-20 Form to get back into the United States.
 - Ensure your student visa is NOT expired. You will not be able to enter back into the US with an expired visa.
- **You are planning to find employment or an internship. An employment authorization IS REQUIRED.**
 - ALL employment authorizations MUST be approved by the Office of Admissions.
 - You are eligible to apply to on-campus employment through our Human Resources office as a part-time student when school is in session. *(Please Note: a SSN card is required.)*
 - ANY TYPE OF EMPLOYMENT NEEDS TO BE APPROVED BY THE OFFICE OF ADMISSIONS!

To be in compliance and remain in good standing with immigration services, PLEASE REMEMBER TO:

- ★ ALWAYS register for a **full-time** class schedule each semester. (12 or more credits per semester)
- ★ ALWAYS limit online class registration to **1 ONLINE CLASS PER SEMESTER**
- ★ ALWAYS ensure you and your sponsor(s) **pay off your student account balance each semester.**
- ★ ALWAYS remember to communicate with your school official.

Failure to register full-time, register for no more than 1 online course per semester, and/or pay off your student account balance each semester is considered to be non-compliant with the University and Immigration Services. Non-compliance will result in you returning to your home country or even termination of your Form I-20.