



NATIONAL AMERICAN UNIVERSITY

International Student Handout

SEVIS Updates for International Students

It is critical that all international students follow the reporting requirements for the new INS tracking and monitoring system called SEVIS. All international students **MUST** report to the International Advisor any of the following events, within 10 days of their occurrence. Some of the events will require additional documentation that will need to be completed and approved.

- Change of address: _____

- Change of major field of study or level of study: Major _____
Level _____
- Change in financial situation, such as sponsor, scholarship (*Requires additional documentation*)
- Change in enrollment status (full time vs. part-time) _____
 - So if you add/drop courses, especially if you drop below 12 credit hours, talk with your International Advisor BEFORE you drop courses.
 - Authorization of less than a full course of study requires additional documentation.
- Termination of studies/withdrawal
 - Date and reason why:

- Transfer to another school
 - When (for which term): _____
 - Where (to which school): _____
- Completion of studies: _____
- On-campus employment (*Requires additional documentation*).
 - Company name
 - Start and end dates

- Off-campus employment/Curricular Practical Training(CPT)/Economic Hardship *(Requires additional documentation)*.
 - **You will first need approval by the International Advisor BEFORE you start working.**
 - Type of employment authorization
 - Company name
 - Company address
 - Start and end dates
 - Full or part time

- Optional Practical Training (OPT) *(Requires additional documentation)*.
 - **You will first need to apply and be approved by the INS BEFORE you start working.**
 - Start and end dates
 - EAD received (include copy of EAD)
 - Company name and address

- Program Extension *(Requires additional documentation)*.
 - Program extensions must be requested 30 days prior to the completion date listed on Form I-20.