

5. Dependent Information *(Only the student's spouse or children under the age of 21 are eligible for dependent status to the applicant)*

1. _____
 Family Name First Name Middle Name

Date of Birth (MM/DD/YY) Country of Birth Country of Citizenship Relationship to applicant

• *If more than one dependent is added, please attach an additional page.*

***6. Financial guarantor's information:**

Guarantor's Name Relationship to applicant Guarantor's contact information/ phone – email

***7. Emergency contact Information (in the U.S. or abroad)**

Family Name First Name Middle Name

Street City, Region, Postal Code Country

Relationship to student Telephone Email Address

***8. Release Information**

I would like to have my SEVIS I-20 Form released in the following manner. (Please choose only one option)

1. Mail the SEVIS I-20 Form to the U.S. Address Mailing Address Address outside the U.S.
2. I will pick the SEVIS I-20 Form. Please call _____ OR Email _____
3. I am authorizing a third party representative to pick up the SEVIS I-20 Form. I have signed the Permission Release below.

Permission Release

I, _____, understand that under the Family Educational Rights and Privacy Act, that my educational records may not be released without my express consent. Notwithstanding, I consent to the release of my education records to person(s)/agent listed below. I understand that my education record include but is not limited to my enrollment and immigration status and financial standing. I am waiving my rights of nondisclosure of these records under federal law only to the person(s)/organization(s) specifically listed below. This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law. I further understand that I do not have to consent to this disclosure and that I may revoke the authorization by sending a written revocation of this authorization to Houston Community College.

I hereby authorize HCC to release my information to:

Person (s) / Agent name Contact information (telephone or email address)

*9. Acknowledgement of Responsibilities and Liability Notice

By signing this application below, I confirm that I have received and read the guidelines outlining the responsibilities for F-1 students to maintain legal F-1 status in the United States while studying at Houston Community College (HCC). I further understand by signing below that failure to comply with these guidelines and regulations can and will result in loss of legal status in the United States. Furthermore, I acknowledge that in consideration and as a condition of my acceptance to HCC, I have an obligation to meet with a Designated School Official (DSO) at the Office of International Student Services (OISS) for any and all advising related to F-1 issues.

The DSO is not an “Advocate” or “Representative” for the student in any legal capacity. I understand that DSOs and other HCC employees do not provide legal advice to students. Therefore, I hereby release all DSOs and employees of HCC of any and all liabilities resulting from the advice given by a DSO or staff member of the OISS. All matters relating to the immigration status of the student is the student’s responsibility, not the responsibility of HCC. If a student has an immigration issue that requires legal advice, the student is encouraged to seek outside legal counsel from a qualified immigration attorney.

The Student’s Role and Responsibilities for Compliance with F-1 Laws and Regulations

The U.S. Federal Government regulations state how international F-1 students must maintain status. Failure to follow these regulations could result in your F-1 status being terminated. The outline below provides an overview of the student’s responsibilities for maintaining status in the United States while studying at Houston Community College.

- Maintain all F-1 related documentation, including a valid passport and the SEVIS I-20 Form.
- Maintain your contact information. Students must maintain their email addresses, phone numbers and mailing addresses in the HCC student self-service system at all times.
- Notify OISS of any change in information, including academic, demographic, and legal information within 10 days of the change.
- Be enrolled in a degree-seeking program and make satisfactory academic progress toward completion of this program by following the HCC degree plan. Students must maintain a minimum GPA of at 2.0.
- Be enrolled full-time (at least 12 semester credit hours) unless *authorized in advance* to take a reduced course load.
- Be enrolled for no more than one class of distance education credits when enrolled in 12 semester credit hours.
- Only the summer semester is considered a vacation semester. However, if the summer semester is the initial semester for a student, he/she must enroll in at least 9 semester credit hours in that first summer semester.
- Submit an extension request by no later than 45 days before the SEVIS I-20 Form expires.
- Depart the United States in a timely manner (within 60 days) after completion of your program.
- Work only with the appropriate authorization. Follow the guidelines posted by OISS to apply for any employment-related benefits. Work no more than 20 hours/week while enrolled full-time. Any employment without prior authorization is considered illegal.
- Have a valid travel signature/endorsement on your SEVIS I-20 Form before leaving and re-entering the U.S.
- If necessary, complete an Income Tax Return as per IRS regulation by April 15 of every year.
- Check the OISS website regularly for information and updates.
- Check your To-Do-List regularly in the student (self-service) online account.
- Activate your HCC email after your initial registration. Check your HCC email account regularly.

8. Please ensure all fields are completed. Please **print** this application and **sign** it below.

I certify that I understand all questions asked and that all information provided is complete, accurate and true. Furthermore, I understand that all changes requested must be submitted in writing to the Office of International Student Services.

Date (MM/DD/YY)

Name (please print)

Signature

We would like to take this opportunity to thank you for your interest in Houston Community College. You have made an excellent choice of colleges to further your education, and we look forward to serving you and your educational needs.

12/15/2010