



Tysons Campus
8620 Westwood Center Dr.
Vienna, VA 22182
TEL. 703-206-0508

INTERNATIONAL STUDENT ENROLLMENT ACKNOWLEDGEMENT

1. Attendance

F1 non-immigrant visa students must be enrolled in classes full-time, at least 18 hours per week and 12 credits per session. Any student who has excessive absence will be reported to SEVIS in accordance with the United States Citizenship and Immigration Service regulation. Columbia College is not responsible for the results of reported students' record. Any student who needs to miss a class for a medical reason must submit either a doctor's note describing the medical conditions or an appointment notice.

2. Vacation

F1 visa students at Columbia College must comply with School's vacation policy which is taking a 10-week vacation after completing at least 30 weeks of study. Students must submit a vacation request form and pay a tuition deposit for the returning session. Before filling out the vacation request form, students should check with the international student advisor to review their records.

3. Immigration Policy – Change of Address

It is important to update current address to the International Student Office. All non-immigrant residents in the United States must report any address change to USCIS within 10 days after such change. Failure by a non-immigrant resident to report a change of address is considered as misdemeanor and incurs a penalty of \$200 or a maximum of 30 days in jail. Information can be found on www.uscis.gov and search for form AR-11.

4. School Transfer

Any student who obtained an I-20 through Columbia College must attend classes for the stated period in his/her enrollment agreement. International Students who start their enrollment at Columbia College as the first institution in the U.S. is recommended to attend at least 30 weeks (3 sessions) to before requesting a transfer-out. Students whom transferred to Columbia College from other institutions is recommended to attend at least 20 weeks (2 sessions) of classes before requesting a transfer out to a new school. Students who plan to transfer out must notify the intention to the College at least 5 weeks prior to the tentative transfer-out date. Students with excessive absence may be transferred in out-status. Students who either dropped out of registered classes or have excessive absence may be terminated at the time of transfer.

5. Miscellaneous

Students who need an attendance certificate or transcript must complete a document request form, available at the International Student Office. Normal processing time is 2-3 business days.

Agreement:

I _____ hereby agree to abide by all school policies and immigration laws/regulations while attending classes at Columbia College. By doing so, I will successfully maintain my non-immigrant F1 visa status.

Student's Name

Student's Signature

Date