

To all registered students,

Welcome to Horizon University! As an international student studying on an F-1 visa, you must comply with U.S. government regulations and Horizon University's international student policies throughout your studies. You are solely responsible for maintaining your legal status while studying in the United States.

YOUR IMMIGRATION DOCUMENTS

- Please keep all copies of your Form I-20, F-1 visa, I-94 and passport in a safe place.
- You must notify your DSO immediately if you lose any of your documentation
- Please notify your DSO if you lose any of your documents

CHANGE OF ADDRESS, TELEPHONE NUMBER AND/OR EMAIL

- If you change your local address or phone number during your enrollment with Horizon University, you must report the change to the school no more than 10 days after the change so that the DSO can update your record with SEVIS.

ATTENDANCE POLICY/FULL-TIME STUDIES

- You must study full-time to maintain good standing with Horizon University and the U.S. government.
- Classroom attendance is required for all courses that have a teacher-led component. You cannot make up missed classroom hours through other activities
- Classroom attendance is tracked by your teacher at the start of each class period.
- Although we expect that you will maintain 100% attendance at all times, you are **required** to maintain **a minimum 80% attendance rate in all your classes during your entire enrollment** (including Structured Study, if applicable). Please speak to the school staff if you are uncertain of these requirements.
- If you do not meet any of the above attendance requirements, it will be reported to the USCIS through SEVIS. This may result in dismissal from Horizon University and termination of your I-20. You will not qualify for a refund under these circumstances.

MEDICAL ABSENCE

- If you are unable to attend your Horizon University course due to illness, injury or other medical condition (i.e. surgery, childbirth), you must provide a doctor's note no later than 1 week following your illness. If you do not provide this, you will be marked absent and may fall out of status. The note must:
 1. Be on a U.S. licensed Medical Doctor, Psychiatrist or Doctor of Osteopathy's letterhead.
 2. Include the U.S. licensed doctor's signature.
 3. Include a start date and end date of inability to attend the center due to illness or medical condition.
 4. State that you are unable to study full-time at Horizon University for medical reasons.

TRAVEL ABROAD/LEAVE OF ABSENCE

- If you need to leave the U.S. during your enrollment, please speak to the DSO as soon as possible.

OUT OF STATUS/EXPULSION

- If you fail to meet the weekly study requirement (i.e. do not complete 18 or 22 hours of study per week) and/or you drop below the 80% attendance minimum for an extended period of time, you will fall out of F-1 status. This means you will be dismissed from Horizon University without a refund and your I-20 will be terminated. In these cases, you must leave the U.S. immediately.

ACKNOWLEDGEMENT AND SIGNATURE

I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH HORIZON UNIVERSITY'S F-1 PROGRAM POLICIES. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR MAINTAINING MY IMMIGRATION STATUS WHILE IN THE UNITED STATES.

Student Print Name _____	Signature _____	Date _____
DSO Print Name _____	Signature _____	Date _____