Fall 2019 Immigration Essentials
For New International Sponsored Students

The Sponsored Student Advising team, on behalf of the International Student and Scholar Services office (ISSS), would like to welcome you to the University of Colorado, Boulder! ISSS is here to assist you in understanding your immigration status and benefits in the U.S. as well as how to maintain your scholarship. We are also here to help you with your transition to Boulder and to your academic studies, so please feel free to reach out with any questions. During your time at CU Boulder, if you have questions or concerns regarding your nonimmigrant visa status in the U.S., or would like resources about connecting on campus, please reach out to your Sponsored Student Advisors for assistance.

ISSS Sponsored Student Advisors:

- If you are sponsored by the Kuwait Cultural Office, The Embassy of the Sultanate of Oman, SABIC, the Saudi Arabian Cultural Mission (SACM), Saudi ARAMCO, KAUST Gifted Students Program (KGSP), or SCO, and you need to speak with someone in ISSS, you should ask to speak with one of the International Sponsored Student Services Team, Paige Progar, Assistant Director, International Sponsored Student Services or Tori Hoeninghausen, Sponsored Student Services Engagement Coordinator.
  - Paige and Tori work closely with your sponsor and are able to provide additional services for you that the other ISSS advisors cannot provide.
- If you are not attending the Sponsored Student Immigration Essentials on Wednesday, August 21 from 9am-11:15am, please request an appointment by email to see Paige (paige.progar@colorado.edu) to learn about services to help you manage your scholarship at CU.
- The sponsored student advising hours are listed below.
  - If you are unable to see a Sponsored Student Advisor during walk-in hours, please email sponsoredadvising@colorado.edu or call Paige (303-492-2978) or Tori (303-492-4143) to arrange a time.
  - Note: Please ask for Paige or Tori when you call.

Sponsored Student Advising Hours:

- Monday, Thursday: 10:00 AM – 1:00 PM
- Tuesday, Friday: 12:00 – 3:00 PM
- Wednesday: No sponsored student advising hours. Please email sponsoredadvising@colorado.edu

Document drop-off or pick-up:
- Monday- Friday: 9am-4:30pm

E-mail: sponsoredadvising@colorado.edu
Location: 2249 Willard Loop Drive
Building: Center for Community, 3rd Floor, Suite S355
Telephone: (303) 492-8057 Fax: (303) 492-5185
Website: www.colorado.edu/isss/
Mailing address: Office of International Education
University of Colorado Boulder
123 UCB
Boulder, CO 80309-0123
Maintaining F1 Immigration Status

1. **Report your arrival to International Student and Scholar Services (ISSS):**
   - Report your arrival online by using the [DocuSign Immigration Reporting Form (IRF)](https://docusign.com). This is required so that ISSS can register your F1 record in SEVIS (Student and Exchange Visitor Information System).
   - You will need to:
     - Upload your I-94 (and your dependents’ I-94s)
     - Enter your local Colorado address and contact information
     - Sign the Student Responsibilities Contract
       - You will automatically be emailed a copy of the Student Responsibility contract when you submit the Immigration Reporting Form.

2. **Review Student Responsibilities Contract. Keep a copy for your records.**
   - The full Student Responsibilities Contract is attached to the back of this packet for reference. This packet contains summarized information from the Student Responsibilities Contract.
   - It is important that you still read the full Student Responsibilities Contract to ensure you understand the information presented.

3. **Document Review**
   - The following documents are your responsibility to maintain and update whenever applicable. Please note the expiration date of each of them. If you have any questions about these documents, you can ask a Sponsored Student Advisor for assistance.
     - Passport: Cannot expire while inside the U.S. and must be valid at least 6 months into the future each time you enter the U.S.
     - Visa: Only needed to enter the U.S. Must be valid when entering. It can expire while inside the U.S.
     - I-20 (Certificate of Eligibility): Make sure all the information (major, financial information, etc.) on your I-20 is accurate at all times.
       - If something changes, please email sponsoredadvising@colorado.edu or stop by and see a Sponsored Student Advisor in the office. Documentation may be required.
       - If you will not complete your degree or program by the end date on your document, request an extension at least one month before the document expires.
     - I-94: Online arrival and departure record. It is unique to your immigration record and entered online each time you enter the U.S.

4. **Attend the school you are authorized to attend:**
   - The U.S. Department of Homeland Security has authorized you to attend the school indicated on your valid I-20.

5. **Provide a local Colorado address, home country address, and a phone number in myCUinfo:**
   - Check myCUinfo to ensure both your local (U.S. address) and F1/J1 international (home country) addresses are accurate and up to date.
     - Directions to Update Address in myCUinfo
   - Your F1/J1 International address should always be your address in your home country!
To maintain your immigration status, **you must report your updated local address and phone number to ISSS within 10 days of a move.** If you don’t report changes to your local address within 10 days of moving, your F1 status could be terminated.

- You must also keep an updated phone number in myCUinfo.

6. **Maintain a full time course of study at CU Boulder:**
   - You must have full-time enrollment during the fall and spring semesters.
     - **Undergraduate Students** need at least 12 credit hours per semester
     - **Graduate Students** need at least 5 credit hours per semester
     - **Graduate Students** taking a combination of graduate and undergraduate courses need at least 8 credit hours per semester
     - **Graduate Students'** registration requirements **may change** later in a program when taking thesis/dissertation hours. See a Sponsored Student Advisor with any questions.
   - **Your sponsor may require additional credit hours.**
   - **Note:** No more than 3 credits of distance learning credits (such as online course credits) will count towards the full-time requirement for both undergraduate and graduate students.

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**DO NOT DROP BELOW A FULL COURSE OF STUDY WITHOUT PRIOR APPROVAL FROM ISSS!**

Failure to maintain full-time enrollment after **September 19th, 2019** will result in the immediate termination of your F-1 SEVIS record and your permission to stay in the U.S.

On September 12th, 2019 a drop advising hold will prevent you from dropping any courses. You will need to see or contact a Sponsored Student Advisor if you want to drop a course. This hold does not prevent adding courses, registration in a future semester, or the release of your transcript.

**Reduced Course Load option:** F1 immigration regulations allow for a Reduced Course Load (RCL) for a few, specific medical and academic reasons. This requires prior approval from a Sponsored Student Advisor. The process can take time so please plan accordingly.

7. **Course Types:**
   - Your sponsor may not allow you to take online courses or courses through Continuing Education.
   - Your sponsor may require you obtain pre-approval for independent study courses.
   - **It is your responsibility to make sure you comply with your sponsor’s course type restrictions and requirements.**
   - Your sponsor asks us to report the types of classes you take.

8. **Do NOT work on-campus for more than 20 hours per week:**
   - While school is in session during the fall and spring semester, the F1 regulations permit you to work on-campus up to 20 hours per week. **Please check with your sponsor if your scholarship restricts employment.**
     - If you work more than 20 hours in any week, your F1 status will be terminated for violating your immigration status and you would need to depart the U.S. immediately.
     - You can work more than 20 hours a week during official school breaks, such as winter and summer break.
● **Note:** On-campus employment means:
  1. You will be paid by CU-Boulder
  2. You are working for a non-CU company that is located on the CU Boulder campus and your duties directly serve CU Boulder students (such as working at Subway in the UMC).
    * The following are examples that are **NOT** on-campus work: working online for a company not located on campus, driving for Uber or Lyft, or private tutoring.

☐ 9. **Do NOT work off-campus without prior authorization:**
- Your primary purpose for being in the U.S. is to study. U.S. F1 Regulations are strict when it comes to employment benefits for nonimmigrant visa holders.
- If you work off-campus without **PRIOR** authorization from a Sponsored Student Advisor, your F1 status will be terminated and you will have to depart the U.S. immediately.
- Do not work off-campus unless you have received approval for employment from ISSS.
- **Note:** After completing 2 semesters, you can become eligible for employment authorization (Curricular Practical Training (CPT) or Optional Practical Training (OPT)) for an internship off campus in your field of study. A Sponsored Student Advisor can provide you with more information about this opportunity.

☐ 10. **Do NOT leave the U.S. without letting ISSS know:**
- Do not take a leave of absence or withdraw from classes without **PRIOR** authorization from a Sponsored Student Advisor.
- We realize life happens. You may need to take a semester or more away from your studies to take care of yourself or a family member. **Before departing the U.S., it is your responsibility to notify the university and a Sponsored Student Advisor about your departure.** If you need to leave the U.S. unexpectedly for any reason or you decide to not return to CU Boulder, please let us know and we will provide you with the necessary departure information and update your SEVIS information so you are in good standing.

☐ 11. **Travel Signatures:**
- If you travel outside the U.S., you need to have a Travel Signature on your I-20 to re-enter.
- Travel signatures can be found on page 2 of your I-20.
- The signature is valid for **ONE** year from the date of the signature or until the end date on your I-20, whichever occurs first.
  ○ (For students on Optional Practical Training (OPT) post-graduation, the travel signature is valid for SIX MONTHS from the date of the signature).
- Do not wait until the last minute! **Plan ahead for your travel!**

☐ 12. **If you wish to transfer to another school, follow the immigration transfer procedures:**
- Complete the [Transferring Your SEVIS Record From CU](#) and provide a copy of your proof of admission to the new school.
- You must ask a Sponsored Student Advisor to transfer your SEVIS record.
- Please see a Sponsored Student Advisor with any questions.

☐ 13. **One semester before you graduate, come see a Sponsored Student Advisor:**
- Come see a Sponsored Student Advisor in the beginning of your second to last semester so they can help you with your immigration options.
14. **Observe the grace period after graduating your studies or program:**
   - After successfully completing your academic program at CU Boulder, your F1 immigration status allows for a “grace period” or a specific amount of time to remain in the U.S. to finalize your next steps.
     - The grace period for F1 students is **60 days** after your degree program completion
   - **After completing/terminating your program, you can no longer enter the U.S. with your completed I-20.**
   - If you do not complete your degree, you will not receive the grace period and you will need to **depart the U.S. immediately.** Consult with a Sponsored Student Advisor to determine your individual grace period. If you do not leave the U.S. within your legal grace period, you could have difficulty returning to the US, obtaining work authorization, or obtaining other benefits in the U.S.

**Resources & Reminders**

15. **Tax Return Obligation:**
   - You must file a tax return with the U.S. Internal Revenue Service (IRS). This tax obligation is **required** for every international individual **EVERY** year, regardless if you work/earn money in the U.S. or not. However, you may not need to pay any taxes and may only need to file a simple form.
   - ISSS and your Sponsored Student Advisor cannot provide tax advice or a tax software program, however you can consult a commercial tax preparer, or use one of the tax software programs created especially for international students, such as:
     - Glacier
     - Sprintax
     - Windstar Foreign National Tax Resource
     - Do **NOT** use TurboTax. It does not work for international students.

16. **Social Security Number (SSN):**
   - A SSN is a unique number assigned to you. It is connected to your financial information, and should be kept somewhere secure and safe!
   - Do not share your Social Security Number with ANYONE other than your employer (for payment) and your bank. Do not share the card information on social media, or with your friends! Identity theft is real, but can be avoided.
   - **Note: You do not need (and are not eligible for) a SSN unless you have a job.**
     - You **DO NOT** need to have a SSN to **apply** for a job or to start a job in the U.S. (as long as you have proper authorization).
     - You **DO** need to have a SSN to be **paid** by an employer in the U.S.
     - You **DO** need a job offer letter to apply for a SSN.
   - It typically takes 2-3 weeks for the Social Security Administration to issue an SSN.
   - Please be respectful of on-campus employers and do not pursue on-campus employment for the sole purpose of applying for an SSN.
   - If you are interested in applying for employment in the U.S., come in-person to see a Sponsored Student Advisor.
   - Please check with your sponsor to see if your scholarship rules allow you to be employed.
17. **Open a Bank Account:**
   - There are at least four banks in Boulder that do not require a Social Security Number in order to open an account: Bank of America, Chase, US Bank, FirstBank and Wells Fargo. These banks may require proof of your current address. A copy of your residence hall agreement or apartment lease may be acceptable as proof of your address. You may need to show your passport and I-20.
   - Most banks, including Elevations Credit Union, require an SSN.

18. **Waive CU Health Insurance by August 1st, 2019:**
   - You must have health insurance coverage in order to attend the University of Colorado, Boulder.
   - **Your sponsor is providing your health insurance (except for SCO students), therefore you must waive the University health insurance policy every Fall semester.** Otherwise, you will have to pay the $1,874 per semester fee yourself.
     - Your sponsor cannot waive the insurance for you and will not pay for it if you forget to waive it.
   - **The deadline to waive insurance to avoid fees for the Fall 2019 semester is August 1st, 2019. The last possible date to waive it is September 17th and you will accrue late fees.** You will be billed for the CU insurance if you do not waive coverage by that date.
   - To waive it, you will need your current policy details:
     - Log in to [myCUinfo](#).
     - Go to the Billing Information tab, and under Other Billing Services look for the "Select or Waive Health Plans" button to begin the selection process.
     - If you have any questions, please call the Student Health Plans Office at 303-492-5107.

19. **Submit Immunization Records to Wardenburg by August 1st, 2019:**
   - Colorado state law requires you to provide proof of immunization. You must provide this information to Wardenburg Health Center by [September 17th, 2019](#).
   - If you fail to meet this deadline you will be assessed $25 late penalty and **you will not be allowed to register for classes**.
   - You can find out more information about this at [Wardenburg Health Services: New Student Information](#).

20. **Sign the online FERPA Release form and the paper Transcript Release Form:**
   - Your sponsor has contracted for ISSS to provide them directly with information about you, such as your course registration and transcript. In order for the Sponsored Student Advising team or another office on campus to be able to provide your sponsor with the information they need about you, you must sign a FERPA Release form online in myCUinfo and a paper Transcript Release Form.
   - **The University of Colorado and ISSS do not require you to sign these forms, but we are unable to give any information to your sponsors if you do not sign them. This is due to a U.S. federal law, the Family Educational Rights and Privacy Act of 1974 or FERPA.**
   - Please carefully follow the instructions we provide to avoid having to redo the forms.
     - Do **NOT** write your own, or anyone’s, name in anywhere on the FERPA Release form.
   - **Please note that the Registrar’s office will not send transcripts if you have a hold in myCUinfo, so it is important to check your myCUinfo account frequently to make sure you do not have any holds.**
21. Emergency Contacts:
   - You will be required to add at least one emergency contact before you are allowed to enroll in classes each semester; however, you can add as many contacts as you want and you can update these at any time. ISSS recommends adding several.
   - Please note that the University can only contact the people you list as your emergency contact and cannot provide information to anyone else – even if they ask.
   - In addition to your family, consider adding someone in the U.S. such as your sponsor and/or your roommates and good friends.

22. Security Passphrase:
   - As required by FERPA, CU Boulder is committed to protecting your educational record by limiting disclosure of your personal (non-directory) information.
   - If you call ISSS and talk to an advisor on the phone, the advisor will ask you to give your security passphrase in order to confirm your identity.
   - To set up the Passphrase:
     ○ Log in to myCUinfo.
     ○ Access the Security Passphrase settings by clicking the “Profile & Settings” menu.
     ○ Click the “Manage Profile and Privacy” link under Account Settings.
     ○ Click “Profile”
     ○ Click “Security Passphrase”
     ○ Create a word or a phrase
     ○ Click “Save”

23. Confirm 3rd Party Billing has a current copy of your Financial Guarantee from your Sponsor:
   - Even though you are sponsored, it is your responsibility to make sure the 3rd Party Billing office always has a current Financial Guarantee for you. If 3rd Party Billing does not have a financial guarantee, your sponsor will NOT be billed.
     ○ September 4th, 2019, you should make sure 3rd Party Billing (3rdparty@colorado.edu) has a current Financial Guarantee to avoid having to pay late and finance charges.
     ○ You should check your financial account in myCUinfo at least once a month to make sure there are not any unpaid fees (such as parking fees, library fines, Honor Code fees, etc.) that have not been paid. Note your sponsor will not pay for any optional fees.
       ■ If fees go unpaid, you will be charged additional fees, which your sponsor will not pay.
       ■ You can pay by credit card, but will be charged more for doing so.
   - Check for the Financial Guarantee end date and set a reminder in your mobile device a month or two before the end date so that you remember to contact your sponsor to ask for a new financial guarantee. Email this to sponsoredadvising@colorado.edu and 3rdparty@colorado.edu.
   - It is also your responsibility to:
     ○ Check for the latest e-bill and make sure it is paid by the due date.
     ○ Fall Tuition is due on September 5th, 2019:
       ■ If you are living in a residence hall, your bill will reflect the room and food charges for the whole semester, which must be paid by September 5th, 2019:
   - Review details on payments and billing. You can grant permission to other payers, e.g. your parents, etc., to be authorized users. Do not use this for Sponsors.
     ○ It is possible to set up a multi-payment plan (Sign up by September 4th, 2019).
Please note: the Registrar’s office will not send your transcript to your sponsor if you have a financial hold at the time the transcript is requested. Please check for unpaid charges a few weeks before the end of the semester, so that your transcript will be sent on time.

24. Get a Buff OneCard (student ID card):
- Your Buff OneCard is an essential part of being a student at CU Boulder.
- Bring your passport or other form of photo identification and your student ID number to the Buff OneCard Office (Center for Community, room N180) or upload a photo online to get started.
  - The Buff OneCard Office hours of operation are from 8:00 – 5:00, Monday through Friday and their phone number is 303-492-0355.
- If you are a first year student living in the residence halls, you will receive your Buff OneCard at your residence hall when you check in.
- If you live off campus you can get your Buff OneCard at the ID Card Office.

25. Access your CU e-mail:
- Your email address is your identikey@colorado.edu and can be accessed through gmail.com.
- Check your university e-mail account daily for all official university communications. You are responsible for information emailed to you at this account so, be sure to read all official emails.
- Do not let your mailbox get full as you may miss critical communications.
- You are expected to use your colorado.edu account for all university business. This is for your privacy and security.
- Do not redirect your Colorado.edu email too many times.
- If you have questions, get help in person (M-F, 8 – 5) at the Telecommunications Building or email them at help@colorado.edu.

26. Pay attention to emails and alerts from isss@colorado.edu and sponsoredadvising@colorado.edu:
- Please be sure to read these emails right away. They will help you avoid problems with your immigration status and scholarship.
- Your @colorado.edu email address will be automatically subscribed to this list.

27. Look out for the monthly ISSS Newsletter:
- The ISSS Newsletter is emailed to all international students and scholars usually on the first Tuesday every month.
- The ISSS Newsletter includes articles about fun activities, interesting information and other critical immigration updates.
- You can also submit content to share with the international community!
- Your @colorado.edu email address will be automatically subscribed to this list.

28. Add a phone number for CU’s alert system: (optional, but strongly advised).
- Signing up will allow you to receive email and/or text message alerts about potential emergencies or weather closings on campus.
- You are automatically registered using your @colorado.edu email address once you become an active student. You will be prompted to add a phone number during course registration periods and update as needed in your myCUinfo portal.
29. **Register your laptop and bicycle with the CU Police and Office of Information and Technology:**

- **Register your laptop with CU Police.**
  - CU Boulder, in partnership with the Boulder Police Department, offers a laptop computer registration program that is quick, easy and free.
  - Owners must bring their laptops to the registration site so that the computer can be marked with a tamper-resistant sticker.
  - Laptop computer registration is available at the following locations:
    - University of Colorado Boulder Office of Information and Technology services desk (see map), inside the CASE Building, 8 a.m. to 5 p.m., Monday through Friday 1725 Euclid Ave

- **Register your bicycle with CU Police**
  - To register your bicycle fill out the online google forum or bring your bike to one of the CU Bike Stations (located by the UMC and Folsom Field and are open Monday through Friday between 9 a.m. and 5 p.m.).

30. **Determine if you are required to take the English Screening Test:**

- International students who will be TAs or RAs may be required to take the [English Screening Test](#).
- Other international students may also be required to take the test; check with your department.
- The test is given on January 10, 2019. Contact the [International English Center](#) with questions.
- Other [English Language Resources for Non-Native English Speakers](#):
  - CU ESL Classes for Credit
  - CU International English Center
  - [The Writing Center](#)

31. **Take the Community Equity Training Online & the Effective Bystander Intervention Skills Training**

- **The Community Equity Training:**
  - This is a **required online course** that includes information and resources you will need to understand what is expected based on our campus discrimination and harassment policies and procedures.
  - Complete the [Community Equity module in D2L](#).

- **Effective Bystander Intervention Skills Training:**
  - **ALL** incoming undergraduate students are **required to attend training within the first three weeks of the semester** on Effective Bystander Intervention Skills.
  - Be sure to find a training session that will not conflict with your individual college orientation.
  - It provides information on university policy, processes, and resources for addressing discrimination, harassment, and sexual misconduct.
  - The Bystander Intervention Skills Training is an in-person class that explores practice skills for intervening effectively to help someone else. If you have questions or concerns, please contact the [Office of Institutional Equity and Compliance](#).

- **Note:** If you do not to complete these trainings, there will be a hold on your account. This will prevent future class registration and have possible consequences for your immigration status.
32. **Driver’s License:** Please see brochure “Driving a Car in Colorado.” Sponsored Student Advisors are happy to give you more information.

33. **Parking on Campus:**
   - There is no free parking on campus. If you park on campus in public lots, you will need to pay the hourly fees to avoid an expensive parking ticket.
   - If you park more than a few times a month, it may be cost effective to buy a Student Parking Permit.
   - Your sponsor will not pay for parking tickets.

34. **Scam Warning:** Be aware of telephone scammers posing as government/immigration officials, bank officials or potential employers. They may request money or credit card/bank account information and may tell you that you will be arrested or your account will be closed if you do not obey.
   - In most instances, scammers will:
     - tell you some personal information about you to make you think they are a real bank or government official
     - make their phone number appear to be the number of the entity they say they are
     - request personal information (Social Security number, Passport number, or A-number)
     - identify false problems with your immigration record or bank account
     - demand payment to correct the records
     - threaten with arrest or account closure
   - **If a scammer calls, hang up! Do not provide personal information or payment.**
     - USCIS will **not** call you to ask for payment over the phone.
     - Department of Homeland Security will **not** call you to discuss an immediate deportation.
     - Banks will **not** call you and ask for personal or account information over the phone.
     - Legitimate potential employers will **not** threaten you.
   - Please also be aware of scams when shopping online for things such as cars, pets, and other expensive items. Ask yourself if the price seems reasonable, if the seller seems reliable, and please come in and speak with us if you have any concerns.

**Resources**
- Common Immigration Scams
- Report Immigration Scams

### Upcoming Orientations and Receptions!

35. **Required UNDERGRADUATE International Student Orientations:** All new undergraduate students, including transfer students will learn important information to help you maintain your F1 status.

**UNDERGRADUATE INTERNATIONAL STUDENT ORIENTATION CHECK-IN** (including NEW and TRANSFER students): Tuesday, August 20th from 11:30am-12:30pm
36. **Required GRADUATE Student Academic Orientation / Other Optional Graduate Student Meetings**

- **GRADUATE INTERNATIONAL STUDENT ORIENTATION** (including NEW and TRANSFER students): August 19th from 2:15pm-4:45pm
- Join the **United Government of Graduate Students**: (Optional) Meetings and activities are open to any and all interested graduate students!
- **Graduate Teacher Program**: It is highly recommended that you take the training if you will be teaching undergraduates! Ask your department about teacher training for new graduate students.

37. **ALL STUDENTS** (Undergraduate, Graduate, New and Transfer): Check with your home department, school or college for required orientation information.

- Attend those meetings that are appropriate to your college or school.
  - Read carefully and follow any instructions given to you by your college, school, or department.
- **Required SPONSORED STUDENT RECEPTION**: September 12th, 2019 in the CASE Building from 5:00pm to 7:00pm
  - Free halal meal with vegetarian options
  - Please note that this event is **required for all incoming Sponsored Students**, including transfer students.

**CU Boulder: Get Involved!**

**Contact Information for International Student Groups:**

- Contact ISSS with any questions about International Student Groups at ISSS@colorado.edu or (303) 492-8057!

**International Student Guides (ISG):** Sign-up to have a continuing student matched with you to assist you in the first few weeks at CU. Please contact jessica.wade@colorado.edu for more information.

**Boulder Friends of International Students**: Sign-up for a hospitality family! They can be tremendous help for you as you settle in to life in Boulder. BFIS families have been helping international students for over 50 years!

**CU International**: This student group organizes weekly social activities each fall and spring semester (e.g. International Coffee Hour and CUWednesday). Everyone is welcome -- international and domestic CU students, faculty, and staff! Find out more and sign up for their Google Group!

**International Festival**: This group meets regularly to plan CU’s best and biggest annual cultural festival every April! Their first meeting will be in September. New students are welcome to join.

**Student Groups**, including cultural and nationality groups also welcome new students!

**Like the ISSS Facebook Page:**
For regular updates and news about events, make sure you “like” ISSS’s Facebook page!

**CU Student Life**: Find out more about CU!
Student Responsibilities Contract

EXPLANATION
International students are required by U.S. law to abide by immigration regulations throughout their stay in the U.S. F-1 and J-1 nonimmigrant students are admitted to the U.S. for the sole purpose of being full-time students. Participation by students in any other activity in the U.S., from employment to vacation, is considered to be a benefit of maintaining status and is only allowable in accordance with strict Department of Homeland Security (DHS) regulations. Penalties for violations of immigration law can be severe and includes deportation and 10-year bars on re-entry to the U.S. This handout outlines several rules F-1 and J-1 students MUST follow to maintain legal nonimmigrant student status and the documents they must have to enter the U.S. and remain here legally. It is the student who is responsible for knowing and abiding by all immigration rules and for maintaining legal F-1 or J-1 nonimmigrant student status. The University of Colorado, Boulder (CU-B) must report information updates and violations of status to the government via the Student Exchange Visitor Information System (SEVIS), an electronic government tracking database, within 21 days of the change or violation. Abiding by the immigration regulations is required to remain in the U.S. legally and complete your academic program!

DOCUMENTATION OF LEGAL F-1 OR J-1 STUDENT STATUS IN THE U.S.
International students are typically admitted to the U.S. for "Duration of Status" (D/S). This means that they are allowed to remain in the U.S. for as long as they maintain legal F-1 or J-1 student status, NOT necessarily for the length of time indicated on their visa and/or I-20/DS-2019. If you fail to follow all the F-1 or J-1 regulations, your legal status in the U.S. expires on the day the violation occurs. If students complete their degree prior to the I-20/DS-2019 end date, their SEVIS records and I-20-/DS-2019s will be shortened to the last day of the completion term. An F-1/J-1 student’s permission to stay in the U.S. following the completion of the degree (referred to as a grace period to depart the U.S.) is indicated below:
• For F-1 students in valid status, your permission to stay in the U.S. ends 60 days from the day you complete the last degree requirement.
• For J-1 students in valid status, your permission to stay in the U.S. ends 30 days from day you complete the last degree requirement.
The grace period is intended to provide students with time to pack up belongings, travel within the U.S., and depart the U.S. in a timely fashion.

Documents that F-1 and J-1 students MUST have while they are residing in the U.S. to remain legally present in valid nonimmigrant status are listed below. Keep them in a safe place in the event that you need to document your U.S. immigration history. ISSS only keeps copies for three years after students leave or complete their program.

Passport
The passport is the legal identity document issued by your country of citizenship. Your passport must be valid at least 6 months beyond your period of intended stay. When you enter the U.S., you should make sure your passport is valid at least 6 months beyond your period of intended stay unless your country of citizenship is part of the “six-month club,” in which case your passport must only be valid until
the end of your period of intended stay. The passport can usually be renewed through your home
country embassy or consulates in the United States. If you have been issued a
Travel Document in Lieu of a Passport by the government of the country of which you are a resident,
the information above, regarding passports, applies to Travel Documents.

I-20 & DS-2019 - "Certificate of Eligibility"
The I-20 (for F-1 students) or DS-2019 (for J-1 students) is the document generated using SEVIS which
indicates your program information. For most CU-B students, your SEVIS record and I-20 or DS-2019
are created by CU-B’s International Admissions or International Student & Scholar Services (ISSS).
Some J-1 students have SEVIS records and DS-2019s created by an outside agency or program
sponsor; in this situation the agency or sponsor will provide your immigration advising. You must
present your I-20 or DS-2019 to the U.S. Embassy or Consulate abroad to obtain a U.S. visa. You must
also present your I-20 or DS-2019 to U.S. port of entry officials each time you travel abroad and return
to the U.S in F-1 or J-1 nonimmigrant student status.
The expiration date on the I-20 or DS-2019 is just an estimate. Your SEVIS record and I-20/DS2019 will
be shortened if you complete your degree prior to the end date on your I-20. If you fail to follow all the
F-1 or J-1 regulations, your legal status in the U.S. expires on the day the violation occurs. Keep all of
these and any other immigration documents for your records even if you are issued new or updated
documents in the future.

If any of the information on this documents changes, you MUST report the updated information
to ISSS or your program sponsor within in 10 days of the change so a new document can be
issued.

U.S. Admission Stamp in your Passport and I-94 Record of Arrival
The stamp entered in your passport at the U.S. port of entry documents your 1) date of entrance into
the U.S.; 2) nonimmigrant status (F1 or J1 / Dependents: F2 or J2); and 3) the date your permission to
stay in the U.S. expires. For F-1 and J-1 visa holders, the expiration date should be written as D/S
(duration of status), which implies the date of program completion (not always the same date as
graduation, I-20/DS-2019 expiration, or visa expiration).

Upon entry to the U.S., print your electronic I-94 arrival record and the I-94 of any dependents who
traveled with you. Check the I-94 to ensure that your entry was recorded properly (Class of Admission:
F1 or J1 (Dependents F-2/ J-2) / Admit Until Date: D/S).

To download your I-94 access; https://i94.cbp.dhs.gov/I94/request.html.

Additional instructions about accessing your I-94 and requesting I-94 corrections is available online at:
http://www.colorado.edu/oie/node/1175/attachment/newest.

U.S. Entry Visa (Canadian citizens do not need a visa to enter the U.S.)
The entry visa is a sticker with your photo in your passport that permits you to apply to enter the U.S. in
a particular immigration status. Individuals entering as students will have an F-1 or J-1 visa. The entry
visa may expire while you are in the U.S. as long as all of your other immigration documents are valid
and up-to-date. You cannot and need not renew your U.S. visa while you are in the U.S. If you
travel outside the U.S. during your program, you will require a valid visa to re-enter the U.S.
(Expiration: travel to Canada, Mexico, or the Adjacent Islands for less than 30 days and qualify for
Automatic Visa Revalidation-- https://help.cbp.gov/app/answers/detail/a_id/1218/~/automatic-
revalidation-for-certain-temporary-visitors. Prior to renewing your visa, review the following handout:
http://www.colorado.edu/oie/node/675/attachment/newest. Remember, the visa does not indicate
how long you are permitted to stay in the U.S. It is only an entry document. Your permission to stay ends once you complete your program of study (plus the grace period) or when you fail to maintain legal F-1 or J-1 student status.

TO MAINTAIN YOUR LEGAL STUDENT STATUS, YOU MUST ALWAYS:

1. Attend the school you are authorized to attend by the U.S. Department of Homeland Security (DHS). You are authorized to attend the school indicated on your valid I-20 or DS-2019. In some cases, the DS-2019 may be issued by a program sponsor that is not the school.

2. Report personal (e.g., name, address, contact information) and program information changes to ISSS within 10 days of any change. You must report your U.S. address upon entry to the U.S. so that your SEVIS record can be registered. (This is the address where you live; P.O. boxes and departmental addresses are NOT acceptable.) Address updates should be reported using the local address option in MyCUInfo. ISSS will update your SEVIS record according to address information submitted in MyCUInfo. Additional information that should be reported to ISSS (adviser@colorado.edu) within 10 days of any change includes: name, major, home country address, and for J-1 students, current telephone number and email address.

3. Maintain full-time enrollment status every Fall and Spring semester.
   **Undergraduate Students:** At least 12 credit hours
   **Graduate Students:** Generally at least 5 credit hours (Graduate School rules for full-time status apply)

   **Dropping below a full course of study without prior approval from ISSS will result in the immediate termination of your immigration status.** NO student may drop below full-time in the Fall or Spring except under extremely limited circumstances and only with prior authorization by ISSS. Only a maximum of 3 credits of online/distance education courses can be counted towards full-time enrollment credit requirement.

   **Getting a grade of IW, IP, or IF will count toward your full-time minimum enrollment only if the grade posts in the term in which you originally took the class!**
   Classes taken as “Audit” do NOT count toward the full-time enrollment credit requirement.
   Summer is considered your annual vacation unless you are in your first or last semester in which case full-time enrollment is required.
   If you plan to graduate in the summer, you must be registered for credits that require on-campus presence in the summer—no exceptions.

4. Ensure that the information on your I-20 or DS-2019 is correct and valid at all times. If you will not complete your degree by the end date on your document, you must apply for an extension at least one month before the document expires. See an ISSS adviser for a new I-20/DS-2019 if any information changes, including changes related to your major and F-2 or J-2 dependent(s).

5. Maintain a valid passport at all times throughout your stay in the U.S. Your passport must be valid for 6 months into the future beyond your date of entry/re-entry to the U.S. If you renew your passport, submit an updated passport copy to ISSS (C4C S355).

6. Complete necessary “SEVIS record transfer procedures” if changing from one school to another in the U.S. If you will require ISSS to transfer your SEVIS record to another school, you must submit the Transferring your SEVIS Record from CU Form along with a copy of your admission letter.
7. Observe the “grace period” upon completion of studies. F-1 students have 60 days and J-1 students have 30 days from the end of your program to do one of the following things:

- Leave the U.S.;
- Obtain I-20/DS-2019 for a new program or school and enroll in the next possible semester (gap between programs cannot exceed 5 months);
- Apply for off-campus work authorization following the completion of your program [Optional Practical Training (OPT) for F-1; Academic Training for J-1]. Due to application deadlines and other restrictions, speak with an ISSS adviser before completing your program in order to apply for this benefit; or
- Apply for a change to another immigration status.

If you leave before completing your program, you do NOT have this “grace period”—please speak with an ISSS adviser for details.

YOU MUST NEVER DO THE FOLLOWING:

Work off-campus unless you have written authorization from an ISSS adviser in advance of beginning employment. Consult an ISSS adviser for details. [CPT or OPT (F-1 students) or AT (J-1 students) work authorization must be indicated on your I-20/DS-2019];

Work on-campus for more than 20 hours per week while school is in session; or

Take a leave of absence, withdraw from classes, or drop below full-time without FIRST checking with ISSS adviser. Students who end their program or fall out of legal status before completing do not have a grace period to leave the U.S., they must leave the U.S. immediately!

OTHER LEGAL REQUIREMENTS FOR STUDENTS:

Travel signature for re-entry to the U.S. Before you leave the U.S., check your I-20/DS-2019 for a valid travel signature. A travel signature is generally valid for re-entry to the U.S. within 1 year of the signature date or until the end date on the I-20 or DS-2019, whichever occurs first (exception: a travel signature is only valid for six months for students on OPT). To obtain a travel signature, bring your I-20/DS-2019 to advising hours; you must be enrolled full-time in the current semester, and, if applicable, future semester.

Carry the following documents to re-enter the U.S. Students should be prepared to present the following documents when seeking re-entry to the U.S.: I-20/DS-2019 with valid travel signature; valid passport; valid student visa; current financial support documentation; unofficial transcript and/or verification of enrollment showing full-time status; and SEVIS I-901 fee receipt. Additional information is online at: http://www.colorado.edu/oie/node/979/attachment/newest

J-1 students are required by the U.S. federal regulations to maintain health, evacuation, and repatriation insurance that meets minimum requirements. Additional information is online at: http://www.colorado.edu/oie/node/1059/attachment/newest

All international students are required by U.S. federal tax law to complete and submit U.S. tax forms to the federal government every year regardless of whether or not they earned any money in the U.S. ISSS advisers are not tax experts and cannot advise on tax law.
Once you complete all the requirements for your degree, you cannot maintain your status by enrollment. You must take action to maintain your status, e.g. apply for post-completion employment authorization (OPT or AT) or for a change of status. Please meet with an ISSS adviser at least a semester before you complete your program to discuss your options as the academic and immigration rules may be different at that time.

Once you complete or withdraw from your CU-Boulder program, transfer to another school, or fail to “maintain legal student status,” you can no longer legally enter the U.S. with your CU-Boulder I-20/ DS-2019. [Exception: If you complete your program and have employment authorization (e.g., OPT, AT) and a valid travel signature.] You should NOT plan to travel outside of and return to the U.S. with your current I-20/ DS-2019 after you have finished your CU-Boulder program (this includes completion of degree and OPT/AT; transferring, withdrawing, violating status.)

You will sign a copy of this Student Responsibilities contract when you report your arrival online.

Additional information is online at: http://www.colorado.edu/oie/information-all-international-students/tax-obligations
## Fall 2019 Academic Calendar

This calendar applies to CU Boulder Main Campus classes, and may not apply to classes that don’t follow the standard start and end dates. For other calendars, see Continuing Education Dates and Deadlines or Special Session Calendars.

Dates are subject to change; please refer to the [academic calendar webpage](#) for up-to-date information.

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>March 6 (Wed.)</td>
<td><strong>Fall 2019 Schedule of Classes Available</strong>&lt;br&gt;View your assigned enrollment dates in MyCUInfo, then search for classes.</td>
</tr>
<tr>
<td>March 18 (Mon.) – March 28 (Thurs.)</td>
<td><strong>Fall 2019 Course Reservation</strong>&lt;br&gt;Waitlisted students not enrolled in a course during the last term it was offered may be eligible to reserve that course for Fall 2019. See Reserve a Course.</td>
</tr>
<tr>
<td>March 18 (Mon.) – Aug 16 (Fri.)</td>
<td><strong>Fall 2019 Withdrawals Eligible for 100% Refund</strong>&lt;br&gt;During this period, continuing students who drop all Main Campus classes are eligible for a full refund of their tuition, fees and confirmation deposit. See Withdraw from the Semester.</td>
</tr>
<tr>
<td>April 1 (Mon.) – April 28 (Sun.)</td>
<td><strong>Fall 2019 Registration for Current Degree-Seeking Undergraduates (By Assignment)</strong>&lt;br&gt;View your assigned enrollment dates in MyCUInfo, then search for classes. Registration remains open through June 14. The schedule adjustment period is Aug. 12–16.</td>
</tr>
<tr>
<td>April 1 (Mon.) – April 28 (Sun.)</td>
<td><strong>Fall 2019 Registration for Current Degree-Seeking Graduate Students (By Assignment)</strong>&lt;br&gt;View your assigned enrollment dates in MyCUInfo, then search for classes. Registration remains open through Aug. 21.</td>
</tr>
<tr>
<td>April 1 (Mon.) – July 24 (Wed.)</td>
<td><strong>Fall 2019 Petitions Accepted for Colorado Residency</strong>&lt;br&gt;See Tuition Classification</td>
</tr>
<tr>
<td>April 29 (Mon.) – June 14 (Fri.)</td>
<td><strong>Fall 2019 Registration for Readmitted Undergraduates</strong>&lt;br&gt;View your enrollment dates in MyCUInfo, then search for classes. The schedule adjustment period is Aug. 12–16.</td>
</tr>
<tr>
<td>April 29 (Mon.) – Aug 21 (Wed.)</td>
<td><strong>Fall 2019 Registration for New &amp; Readmitted Graduate Students</strong>&lt;br&gt;View your enrollment dates in MyCUInfo, then search for classes.</td>
</tr>
<tr>
<td>May 28 (Tues.) – June 14 (Fri.)</td>
<td><strong>Fall 2019 Registration for Incoming Transfer &amp; Summer-to-Fall Students</strong>&lt;br&gt;New undergraduates are notified of registration procedures by the New Student &amp; Family Programs Office. A second registration window occurs July 8–Aug. 21.</td>
</tr>
<tr>
<td>June 5 (Wed.)</td>
<td><strong>Fall 2019 Payment Plans Available in MyCUInfo &amp; CUBill&amp;Pay</strong>&lt;br&gt;See Payment Plans.</td>
</tr>
<tr>
<td>June 14 (Fri.)</td>
<td><strong>Fall 2019 Registration Closes for Current Degree-Seeking Undergraduates (11:59 p.m.)</strong>&lt;br&gt;The schedule adjustment period is Aug. 12–16.</td>
</tr>
<tr>
<td>July 1 (Mon.) – Aug 21 (Wed.)</td>
<td><strong>Fall 2019 Registration for New &amp; Readmitted Law Students</strong>&lt;br&gt;View your enrollment dates in MyCUInfo, then search for classes.</td>
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| July 8 (Mon.) – Aug. 8 (Thurs.) | **Fall 2019 Registration for Incoming Freshmen (By Assignment)**  
New undergraduates are notified of registration procedures by the [New Student & Family Programs Office](#) |
| July 8 (Mon.) – Aug. 21 (Wed.)   | **Fall 2019 Registration for Incoming Transfer & Summer-to-Fall Students**  
The first registration window occurred May 28–June 14. |
| July 24 (Wed.)       | **Fall 2019 Last Day to Submit a Petition for Colorado Residency (4:30 p.m.)**  
See [Tuition Classification](#) |
| Aug. 1 (Thurs.)      | **Fall 2019 Last Day to Select or Waive Health Insurance in MyCUInfo (11:59 p.m.)**  
See [Health Insurance Requirement](#) |
| Aug. 1 (Thurs.)      | **Fall 2019 Last Day to Submit Required Immunization Forms (6 p.m.)**  
Failure to comply results in a $25 fee and a registration hold. See [New Student Requirements](#) |
| Aug. 8 (Thurs.)      | **Fall 2019 Tuition & Fee Bills Available in MyCUInfo & CUBill&Pay**  
Email notifications are sent to colorado.edu addresses and authorized payers. Payment is due Thursday, Sept. 5. See [Billing and Payments](#) |
| Aug. 12 (Mon.) – Aug. 16 (Fri.) | **Fall 2019 Registration Reopens for Current & Readmitted Degree-Seeking Undergraduates** |
| Aug. 17 (Sat.) – Sept. 11 (Wed.) | **Fall 2019 Withdrawals Eligible for 100% Refund; $200 Fee Applies**  
During this period, continuing students are required to pay a $200 withdrawal fee if they drop all Main Campus classes. Students who withdraw after the first day of classes may be required to refund or repay unearned financial aid. See [Withdraw from the Semester](#) and [Return to Title IV Funds & Refund Policy](#) |
| Aug. 18 (Sun.)       | **Fall 2019 Deadline to Set Up Direct Deposit**  
Students who have set up direct deposit by this date and are eligible for a financial aid refund will receive it on or around Monday, Aug. 19. See [Refunds](#) |
| Aug. 19 (Mon.) – Aug. 21 (Wed.) | **Fall 2019 Registration for Incoming Freshmen Not Previously Registered**  
New undergraduates are notified of registration procedures by the [New Student & Family Programs Office](#) |
| Aug. 21 (Wed.)       | **Fall 2019 Registration Closes for Current Degree-Seeking Graduate Students (11:59 p.m.)**  
Open enrollment begins Thursday, Aug. 22. |
| Aug. 22 (Thurs.)     | **Fall 2019 Open Enrollment Begins (12:01 a.m.)**  
All eligible students can add or drop classes in [MyCUInfo](#) |
| Aug. 22 (Thurs.)     | **Fall 2019 ACCESS Registration Begins**  
See [ACCESS General Info](#) |
| Aug. 26 (Mon.)       | **Fall 2019 Faculty & Staff Registration Opens (12:01 a.m.)**  
See [CU Boulder Tuition Assistance Benefit](#) |
| Aug. 26 (Mon.)       | **Fall 2019 Classes Begin**  
View your schedule in [MyCUInfo](#) |
<table>
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<tr>
<td>Aug. 26 (Mon.)</td>
<td>Fall 2019 Last Day to Submit Private Scholarship Checks without Late/Service Charges (5 p.m.) Submit checks to the Office of Financial Aid. See Sending in Your Scholarship Money.</td>
</tr>
<tr>
<td>Sept. 2 (Mon.)</td>
<td>Labor Day Holiday (No Classes; University Closed)</td>
</tr>
<tr>
<td>Sept. 4 (Wed.)</td>
<td>Fall 2019 Last Day to Add a Class in MyCUInfo (11:59 p.m.) See Add a Class. After this date, COF funding is not applied to late adds; departments must email appeals to the Office of the Registrar’s COF support team.</td>
</tr>
<tr>
<td>Sept. 4 (Wed.)</td>
<td>Fall 2019 Last Day to Be Automatically Enrolled from a Waitlist (11:59 p.m.) Between Sept. 5 and 13, the department offering the class may choose to enroll waitlisted students manually. On Sept. 13, waitlists are canceled and waitlisted students lose access to class materials. See Waitlist for a Closed Class.</td>
</tr>
<tr>
<td>Sept. 4 (Wed.)</td>
<td>Fall 2019 Last Day to Enroll in a Payment Plan in MyCUInfo or CUBill&amp;Pay (11:59 p.m.) See Payment Plans.</td>
</tr>
<tr>
<td>Sept. 4 (Wed.) – Sept. 5 (Thurs.)</td>
<td>Fall 2019 Space-Available Registration for Senior Auditors (Ages 55+) Walk-up registration available at the Koenig Alumni Center, 8 a.m.–3 p.m. See Senior Auditors.</td>
</tr>
<tr>
<td>Sept. 5 (Thurs.)</td>
<td>Fall 2019 Tuition &amp; Fees Payment Due (11:59 p.m.) Payment is due in full unless you are enrolled in a payment plan. See Billing and Payments.</td>
</tr>
<tr>
<td>Sept. 11 (Wed.)</td>
<td>Fall 2019 Last Day to Drop a Class without Tuition/Fee Charges &amp; without a W Grade (11:59 p.m.) After this date, students who drop a Main Campus class but remain enrolled in the semester are required to pay 100 percent of tuition and fees (no refund), and a W grade is posted to the transcript. See Drop a Class.</td>
</tr>
<tr>
<td>Sept. 12 (Thurs.) – Sept. 25 (Wed.)</td>
<td>Fall 2019 Withdrawals Eligible for 60% Refund During this period, students who drop all Main Campus classes are required to pay 40 percent of tuition and fees (60 percent refund) and refund or repay unearned financial aid. W grades are posted to transcripts. See Withdraw from the Semester and Return to Title IV Funds &amp; Refund Policy.</td>
</tr>
<tr>
<td>Sept. 13 (Fri.)</td>
<td>Fall 2019 Waitlisted Students Lose Access to Class Materials (11:59 p.m.) Waitlists are canceled and students who remained on the waitlist lose access to class materials. See Waitlist for a Closed Class.</td>
</tr>
<tr>
<td>Sept. 13 (Fri.)</td>
<td>Fall 2019 Last Day to Change Variable Credit Hours and Pass/Fail &amp; No-Credit Status in MyCUInfo (11:59 p.m.) See Credits &amp; Grading in the university catalog.</td>
</tr>
<tr>
<td>Sept. 13 (Fri.)</td>
<td>Fall 2019 Last Day to Submit or Cancel a Grade Replacement Request (11:59 p.m.) See Retake a Course for Grade Replacement.</td>
</tr>
<tr>
<td>Sept. 13 (Fri.)</td>
<td>Fall 2019 Last Day for Non-Enrolled Students to Register without a $100 Late Fee (11:59 p.m.) See Register for Classes.</td>
</tr>
<tr>
<td>Sept. 17 (Tues.)</td>
<td>Fall 2019 Courses Post to Transcripts Transcripts with courses posted are available for order after 5 p.m.</td>
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<tr>
<td>Sept. 26 (Thurs.) –</td>
<td><strong>Fall 2019 Withdrawals Eligible for 40% Refund</strong>&lt;br&gt;During this period, students who drop all Main Campus classes are required to pay 60 percent of tuition and fees (40 percent refund) and refund or repay unearned financial aid. W grades are posted to transcripts. See Withdraw from the Semester and Return to Title IV Funds &amp; Refund Policy.</td>
</tr>
<tr>
<td>Oct. 9 (Wed.)</td>
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<tr>
<td>Oct. 1 (Tues.)</td>
<td><strong>Fall 2019 Last Day for Graduate Students to Submit a Graduation Application in MyCUInfo (11:59 p.m.)</strong>&lt;br&gt;The application deadline for law and MBA students is Nov. 1. See Graduation &amp; Commencement.</td>
</tr>
<tr>
<td>Oct. 1 (Tues.) –</td>
<td><strong>Winter &amp; Spring 2020 Petitions Accepted for Colorado Residency</strong>&lt;br&gt;See Tuition Classification.</td>
</tr>
<tr>
<td>Dec. 13 (Fri.)</td>
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</tr>
<tr>
<td>Oct. 2 (Wed.)</td>
<td><strong>Fall 2019 Last Day to Submit Selective Service Form before Registration Hold Applied (11:59 p.m.)</strong>&lt;br&gt;See Register with Selective Service.</td>
</tr>
<tr>
<td>Oct. 4 (Fri.)</td>
<td><strong>Fall 2019 Last Day to Waive CU Student Government Fees (5 p.m.)</strong>&lt;br&gt;Petitions may be picked up and turned in at the CU Student Government (CUSG) office in UMC 125.</td>
</tr>
<tr>
<td><strong>Oct. 5 (Sat.)</strong></td>
<td><strong>Fall 2019 Payment Due (11:59 p.m.)</strong>&lt;br&gt;Payment for new or unpaid charges is due. See Billing and Payments.</td>
</tr>
<tr>
<td>Oct. 7 (Mon.)</td>
<td><strong>Spring 2020 Schedule of Classes Available</strong>&lt;br&gt;View your assigned enrollment dates in MyCUInfo, then search for classes.</td>
</tr>
<tr>
<td>Oct. 10 (Thurs.) –</td>
<td><strong>Fall 2019 Withdrawals Responsible for 100% of Tuition &amp; Fees; Must Return Unearned Financial Aid</strong>&lt;br&gt;During this period, students who drop all Main Campus classes are required to pay 100 percent of tuition and fees (no refund) and refund or repay unearned financial aid. W grades are posted to transcripts. See Withdraw from the Semester and Return to Title IV Funds &amp; Refund Policy.</td>
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<tr>
<td>Oct. 27 (Wed.)</td>
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<tr>
<td>Oct. 21 (Mon.) –</td>
<td><strong>Spring 2020 Course Reservation</strong>&lt;br&gt;Waitlisted students not enrolled in a course during the last term it was offered may be eligible to reserve that course for Spring 2020. See Reserve a Course.</td>
</tr>
<tr>
<td>Oct. 25 (Fri.)</td>
<td></td>
</tr>
<tr>
<td>Oct. 28 (Mon.) –</td>
<td><strong>Spring 2020 Registration for Current Degree-Seeking Students (By Assignment)</strong>&lt;br&gt;View your assigned enrollment dates in MyCUInfo, then search for classes. Registration remains open through Jan. 9.</td>
</tr>
<tr>
<td>Nov. 24 (Sun.)</td>
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</tr>
<tr>
<td>Oct. 28 (Mon.) –</td>
<td><strong>Fall 2019 Withdrawals Responsible for 100% of Tuition &amp; Fees</strong>&lt;br&gt;During this period, students who drop all Main Campus classes are required to pay 100 percent of tuition and fees (no refund), and W grades are posted to transcripts. See Withdraw from the Semester.</td>
</tr>
<tr>
<td>Dec. 12 (Thurs.)</td>
<td>If attendance is confirmed, students who drop all Main Campus classes during this period will have earned 100 percent of their financial aid award (i.e., no refund or repayment is necessary). See Return to Title IV Funds &amp; Refund Policy.</td>
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</table>
| Nov. 1 (Fri.)      | Fall 2019 Last Day for Students to Change Final Exam Schedule  
Last day for students to make arrangements with instructors if they have three or more final exams on the same day or two final exams scheduled to meet at the same time. See [Final Exams](#). |
| Nov. 1 (Fri.)      | Fall 2019 Last Day to Drop a Class in MyCUInfo (11:59 p.m.)  
After Sept. 11, students who drop a Main Campus class but remain enrolled in the semester are required to pay 100 percent of tuition and fees (no refund), and a W grade is posted to the transcript. See [Drop a Class](#). |
| Nov. 1 (Fri.)      | Fall 2019 Last Day for MBA & Law Students to Submit a Fall Graduation Application in MyCUInfo (11:59 p.m.)  
The deadline for Graduate School students to submit a Fall 2019 graduation application was Oct. 1. See [Graduation & Commencement](#). |
| Nov. 1 (Fri.)      | Fall 2019 Last Day for MBA, Law & Graduate Students to Cancel a Fall Graduation Application in MyCUInfo (11:59 p.m.)  
See [Graduation & Commencement](#). |
| Nov. 2 (Sat.) – Dec. 12 (Thurs.) | Fall 2019 Withdrawals Require Dean’s Approval (Specific Programs)  
Environment, law, music and MBA students require dean’s approval to drop all Main Campus classes. See [Withdraw from the Semester](#). |
| Nov. 5 (Tues.)     | Fall 2019 Payment Due (11:59 p.m.)  
Payment for new or unpaid charges is due. See [Billing and Payments](#). |
| Nov. 13 (Wed.)     | Summer 2020 Schedule of Classes Available  
Registration opens March 4; start searching for classes now. See [Summer Session](#). |
| Nov. 25 (Mon.) – Nov. 27 (Wed.) | Fall Break (No Classes; University Remains Open) |
| Nov. 25 (Mon.) – Jan. 9 (Thurs.) | Spring 2020 Registration for New & Readmitted Students  
New undergraduates are notified of registration procedures by the [New Student & Family Programs Office](#). |
| Nov. 28 (Thurs.) – Nov. 29 (Fri.) | Thanksgiving Holiday (No Classes; University Closed) |
| Dec. 5 (Thurs.)    | Fall 2019 Payment Due (11:59 p.m.)  
Payment for new or unpaid charges is due. See [Billing and Payments](#). |
| Dec. 9 (Mon.)      | Spring 2020 Payment Plans Available in MyCUInfo & CUBill&Pay  
See [Payment Plans](#). |
| Dec. 12 (Thurs.)   | Fall 2019 Last Day of Classes |
| Dec. 12 (Thurs.)   | Fall 2019 Last Day to Apply for COF or Submit a COF Lifetime Limit Extension Request (5 p.m.)  
See [College Opportunity Fund (COF)](#). |
| Dec. 12 (Thurs.)   | Fall 2019 Last Day to Apply for a Graduate Leave of Absence (5 p.m.)  
See [Leave of Absence](#). |
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<tr>
<td>Dec. 12 (Thurs.)</td>
<td>Fall 2019 Last Day for Undergraduates to Submit, Update or Cancel a Fall Graduation Application in MyCUInfo (11:59 p.m.)</td>
</tr>
<tr>
<td>Dec. 13 (Fri.)</td>
<td>Fall 2019 Reading Day <em>(No Classes; No Exams)</em></td>
</tr>
<tr>
<td>Dec. 13 (Fri.)</td>
<td>Winter &amp; Spring 2020 Last Day to Submit a Petition for Colorado Residency (5 p.m.)</td>
</tr>
</tbody>
</table>
| Dec. 14 (Sat.) – Dec. 18 (Wed.) | Fall 2019 Final Exams  
On Sunday, Dec. 15, finals run from 1:30 to 10 p.m. See [MyCUInfo](#) or [Final Exams](#). |
| Dec. 18 (Wed.)  | Fall 2019 Last Day to Authorize COF in MyCUInfo (11:59 p.m.)                        | See [College Opportunity Fund](#) (COF). |
| Dec. 18 (Wed.)  | Fall 2019 Last Day to Dispute Tuition (11:59 p.m.)                                  | See [Tuition Dispute](#).           |
| Dec. 19 (Thurs.)| Fall 2019 Degree Conferral Date *(No Campuswide Ceremony)*                          | See [Winter Conferral](#).         |
| Dec. 23 (Mon.)  | Fall 2019 Deadline for Instructors to Post Grades (11:59 p.m.)                     | Grades do not post to transcripts until 5 p.m. on Friday, Dec. 27. |
| Dec. 24 (Tues.) | Christmas Eve Holiday *(No Classes; University Closed)*                            |
| Dec. 25 (Wed.)  | Christmas Day Holiday *(No Classes; University Closed)*                             |
| Dec. 27 (Fri.)  | Fall 2019 Grades Post to Transcripts                                               | Transcripts with grades posted are [available for order](#) after 5 p.m. |
| Jan. 1 (Wed.)   | New Year’s Day Holiday *(No Classes; University Closed)*                           |
| Jan. 20 (Mon.)  | Martin Luther King Jr. Holiday *(No Classes; University Closed)*                   |
| Jan. 21 (Tues.) | Fall 2019 Deadline to Update Diploma Name & Address in MyCUInfo (11:59 p.m.)      | See [Graduation & Commencement](#). |
| Jan. 24 (Fri.)  | Fall 2019 Degrees Post to Transcripts                                              | Transcripts with degrees posted are [available for order](#) after 5 p.m. |
| Feb. 7 (Fri.)   | Fall 2019 Certificates Post to Transcripts                                          | Transcripts with certificates posted are [available for order](#) after 5 p.m. |
| Feb. 17 (Mon.)  | Fall 2019 Diplomas Mail to Fall Graduates                                           | See [Graduation & Commencement](#). |
| March 2 (Mon.)  | Fall 2019 Certificates Mail to Fall Graduates                                       | See [Graduation & Commencement](#). |
ISSS is here to assist in answering any questions you have regarding your immigration status, employment benefits, cultural adjustment concerns, or any other issue pertinent to your time on campus. If we do not have the answers you need, we will work with you in finding the most appropriate resource.

We wish you a beneficial and enriching academic, social, and cultural experience here at the University of Colorado Boulder!