



# When do I need to contact a DSO/RO?

## We are excited to have you at Millersville!

Designated school officials (PDSO/DSOs) & Responsible Officers (ARO/RO) are school employees who help F & J students maintain their non-immigrant status.

- ✓ **Any changes need to be made to your Form I-20.**
  - Changes include: a change in major, a change of address, graduation dates, etc.
- ✓ **You plan on leaving the US during school breaks or for emergency travel.**
  - You will need to request/obtain a Travel Signature before your departure.
    - Submit the form in MyGlobal MU & contact your DSO/ARO in writing before your departure to complete the form. Schedule an in-person appointment to obtain the signature to finalize approval to leave and return to the US.
    - During your travel request appointment, bring your ACTIVATED Form I-20 with you. A *valid signature will be required on your I-20 Form to get back into the United States.*
    - Ensure your student visa is NOT expired. You will not be able to enter back into the US with an expired visa.
- ✓ **You are planning to find employment or an internship.**
  - Any employment MUST be approved & authorized by your DSO/ARO.
    - You are eligible to apply to on-campus employment through our Human Resources office. Learn more here. (Please Note: a SSN card is required.)
  - Your DSO/ARO needs to be informed about **any** type of internship or employment experience you are seeking (**both** paid/unpaid experiences).
    - Information on CPT, OPT, & Academic Training found here.

## To maintain your status, remain in compliance, & be in good standing:

- ALWAYS register for a full-time class schedule each semester.
  - International students MUST maintain registration as a full-time student throughout every fall and spring term (undergraduate students: 12 credit hours, graduate students: 6 credit hours, ELI 20 hours/week).
- ALWAYS limit online class registration.
  - Only 3 credit hours of on-line courses can be counted toward the minimum full-time requirement during a fall or spring term. While students are permitted to take more online courses, only 3 credits can be counted toward full-time.
- ALWAYS ensure you and your sponsor(s) pay off your student account balance each semester.
- ALWAYS remember to communicate with your school official.
  - Only your DSO/ARO is responsible for managing your immigration record and understanding your visa requirements.
  - No other campus staff or faculty member is responsible for notifying your DSO/ARO about your plans or activities.
  - While maintaining your visa status is ultimately your responsibility as the visa holder, your DSO/ARO can best support you when they are kept fully informed.

**Failure to maintain status & non-compliance will result in termination of your SEVIS status & departure from the USA.**

## Unsure? Ask!

Reach out to [international.services@millersville.edu](mailto:international.services@millersville.edu)

### BOOKMARK THESE PAGES

- [millersville.edu/maintaining.status](https://millersville.edu/maintaining.status)
- [millersville.edu/fj.work.on.campus](https://millersville.edu/fj.work.on.campus)
- [millersville.edu/fj.employment.options](https://millersville.edu/fj.employment.options)
- [global.millersville.edu](https://global.millersville.edu)

More Information: <https://studyinthestates.dhs.gov/2013/08/ask-dso-when-do-i-need-talk-my-dso>