

International Students Responsibilities Acknowledgement

GCTS-Charlotte Designated School Official (DSO)

Kristin Tokic
International Student Advisor/DSO/Registration Assistant

Contact Information

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Please email for appointments

Please Read Carefully & Complete The Entire Form

All international students must complete this form and return it **via email** to the GCTS-Charlotte DSO **within 7 business days from the first day of each semester** you register for courses.

The DSO will not verify your status in SEVIS without this form.

Information about studying at Gordon-Conwell—Charlotte may be found at <http://www.gordonconwell.edu/charlotte/future/International-Students.cfm>.

Further information for international students may be found at <https://www.ice.gov/sevis/students> as well as <https://studyinthestates.dhs.gov/start-here>.

All Students

Name: _____ DOB: _____
SEVIS ID #: _____ GCTS ID#: _____
Semester/Year: _____ Program: _____
Student Status: New Continuing Graduating GCTS Email: _____

New Students (First Semester): please read and initial each item.

_____ I have submitted my application, and I have received my acceptance letter to a program at Gordon-Conwell—Charlotte.

_____ I have completed and submitted the following forms:
 I-20 application
 Financial Affidavit
 Affidavits of Support (if applicable)
 Required documents demonstrating my financial ability

_____ I understand that I must make an appointment with the International Student Advisor when I first arrive, in order to provide copies of my:
 Passport
 Visa
 marriage certificate, if applicable
 birth certificates (for dependents), if applicable

Email Jay Hayes (ktokic@gordonconwell.edu) to set up an appointment.

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All Students (New and Continuing): please read and initial each item.

DISCLAIMER: I understand that GCTS staff are *not* lawyers, and that any advice they provide should not be considered legal advice. I understand that it is my responsibility to seek appropriate counsel for my immigration and legal needs.

I understand that I must take a minimum of seven (7) credit hours per semester to maintain my F-1 status.

I understand that it is my responsibility to report any changes to my address, degree program, or course schedule to the DSO *within five business days* of the change in order to maintain valid F-1 status.

I understand that if I drop or withdraw from a course or courses at any time, I may incur debt, and that Gordon-Conwell will send the debt request directly to me.

I understand that if I **drop or withdraw** from a course or courses at any time, I *may jeopardize my eligibility to maintain F-1 status*, and may be required to leave the U.S.

I understand that I must submit an amended IS Enrollment Certification Request any time I add/drop/withdraw courses in each semester.

I understand that any questions regarding my tuition payments or my student account must be directed to the Student Accounts office at the South Hamilton campus.

I understand that I am required to pay my student account (e.g., tuition bill) in full each semester that I am enrolled at Gordon-Conwell Theological Seminary.

I understand that I cannot register for courses that are NOT required for my degree program.

I understand that my conduct is monitored, and will be reported to the Department of Homeland Security if I am suspended or dismissed due to unsatisfactory conduct.

I understand that, each semester I am enrolled, I must meet the academic standards of progress set forth in the GCTS-Charlotte Student Handbook. Should I fall below the standards of progress, I may be placed on academic probation or suspension, which will affect my F-1 status.

I understand that, as a new or continuing student, in order to ensure that I am certified in SEVIS *every semester*, I must:

- Be accepted to, or in good standing with, GCTS-Charlotte
- Turn in International Student Responsibilities Acknowledgement Form (*all students*)
- Turn in International Student Enrollment Certification Form (*all students*)

By submitting this request via email, or by signing a printed copy, I confirm that the information herein is true, accurate, and complete. I also understand that the information provided is subject to verification.

Signed: _____ Date: _____

DSO (verified): _____ Date: _____