Duke Visa Services
Box 90790 Duke University, Durham, NC 27708 OR Smith Warehouse, Bay 7 – 1st Floor, 114 S. Buchanan Blvd. Durham, NC 27708
Telephone: 919-681-8472 Facsimile: 919-681-8492 E-mail: visahelp@mc.duke.edu http://www.visaservices.duke.edu/

ACKNOWLEDGMENT OF RESPONSIBILITY for
MAINTENANCE OF LAWFUL IMMIGRATION STATUS
(Revised 1 JAN 2010. Reviewed 1 JAN 2010)

YOUR RIGHT TO SERVICE AND ASSISTANCE.
Among the responsibilities of the Duke Visa Services (DVS) are to:
(1) ensure that Duke complies with laws and regulations related to international students, scholars, and employees;
(2) assist faculty and staff in bringing international visitors to Duke to meet Duke’s educational, research, patient care, and exchange goals;
(3) provide the members of Duke’s international community with information, counseling, advice, and assistance regarding immigration regulations so that they can engage in education, teaching, research, and patient care while maintaining their lawful immigration status.

You have the right to receive information and assistance from the Duke Visa Services in immigration and related matters pertaining to your relationship with Duke. The staff members of the Duke Visa Services are not employees of the U.S. Department of Homeland Security (DHS), nor are they attorneys specializing in immigration law. You have the right to consult with an officer of the DHS or with an attorney specializing in immigration law at any time at your expense. The Duke Visa Services will be pleased to provide you with information to facilitate such contacts.

YOUR RESPONSIBILITY FOR MAINTENANCE OF LAWFUL IMMIGRATION STATUS.
You, and only you, are responsible for:
(1) reading all of the material in the “Required Reading Packet;”
(2) complying fully and properly with all laws and regulations of the U.S. Government, including those of the DHS;
(3) maintaining your lawful immigration status;
(4) refraining from unauthorized employment and accepting and continuing in employment only of a nature and duration permitted by your visa classification; and
(5) ensuring that any necessary documents for maintenance of status or employment authorization are submitted to the Duke Visa Services or forwarded to DHS in a timely manner.

Failure to meet these responsibilities can result in denial of certain benefits, inability to remain in the U.S. or return to the U.S. after a trip outside, or deportation/removal from the U.S.

VERIFICATION OF UNDERSTANDING AND RECEIPT OF DOCUMENTS.
By my signature below, I verify that:
• I have read this document, understand its contents, and have received my copy.
• I have received a copy of the document(s) checked below which summarize the rights and responsibilities I have regarding my current immigration status.
• I understand that it is my responsibility to maintain lawful status and my right to obtain information and assistance for doing so from the Duke Visa Services, from the U.S. Department of Homeland Security (DHS), and from other sources.

_____ a. “Rights and Responsibilities of Students in F-1 and J-1 status”
_____ b. “Rights and Responsibilities of Scholars and Employees”
_____ c. “Travel Abroad and Reentry Into the U.S.”
_____ d. “Important Information for Foreign Nationals” – Maintenance of Status, Employment, and Extension of Stay
_____ e. Authorization Letter to Social Security Administration

Foreign National Visitor’s Signature: __________________________ Date: _____/____/_____

Foreign National Visitor’s Name (printed) __________________________________________________________________________

Staff Signature: __________________________________________ Date: _____/____/_____

FORM_Acknowledgment of Responsibility
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