

Duke Visa Services

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ACKNOWLEDGMENT OF RESPONSIBILITY for MAINTENANCE OF LAWFUL IMMIGRATION STATUS

(Revised June 2018)

YOUR RIGHT TO SERVICE AND ASSISTANCE.

Duke Visa Services (DVS) responsibilities 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 Duke Visa Services in immigration and related matters pertaining to your relationship with Duke. The staff members of 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 DHS or with an attorney specializing in immigration law at any time at your expense. Duke Visa Services will be pleased to provide you with information to facilitate such contacts.

YOUR RESPONSIBILITY FOR MAINTAINING LAWFUL IMMIGRATION STATUS.

You, and only you, are responsible for:

- (1) reading all of the material on the "*Required Reading and Useful Information page*,"
- (2) complying fully and properly with all laws and regulations of the U.S. Government, including those of DHS;
- (3) maintaining your lawful immigration status;
- (4) refraining from unauthorized employment;
- (5) accepting and continuing in employment only of a nature and duration permitted by your visa classification; and
- (6) ensuring that any necessary documents for maintaining status or employment authorization are submitted to 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 Duke Visa Services, from the U.S. Department of Homeland Security (DHS), and from other sources.

____ a. Responsibilities and Travel information for F or J Students

____ b. Responsibilities and Travel information for J, H-1B, O-1, TN, E-3 or Non-Duke Sponsored Visa Category

____ c. Authorization Memorandum addressed to the U.S. Social Security Administration

Foreign National's Signature: _____

Date: ____/____/____

Foreign National's Name (printed) _____

Staff's Signature: _____

Date: ____/____/____