

Policy on International Student Registration Verification

Samuel Merritt University – Global Health Initiative Office

Purpose

To ensure that all international students maintain active enrollment and compliance with institutional and immigration regulations, this policy establishes a requirement for students to verify their course registration with the Global Health Initiative (GHI) office each academic term.

Policy Statement

All international students enrolled at Samuel Merritt University must contact the Global Health Initiative (GHI) office at the beginning of each academic term to confirm their registration for classes.

Procedures

1. **Verification Timeline:**
 - Students must submit proof of class registration within the first **week** of each term.
2. **Accepted Forms of Verification:**
 - A copy of the student's class schedule from the university's student portal.
 - An official registration confirmation email from the Registrar's Office.
3. **Submission Process:**
 - Verification documents must be sent via email to ghi@samuelmerritt.edu
 - Students will receive a confirmation email from the GHI office upon successful verification.
 - GHI will update the student's I-20 and email a copy to the student with the confirmation email

- It is strongly recommended that the student prints out a copy of the new I-20 and the bio section of their passport and keeps it with them at all times
4. **Non-Compliance:**
- Failure to provide proof of registration may result in SEVIS determining you to be non-compliant, which could lead to the cancellation of your I-20.
 - The GHI office may notify relevant university departments and immigration authorities as required.

Contact Information

For questions or assistance, students may contact:

ghi@samuelmerritt.edu

Global Health Initiative Office

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