

# SEVIS Contract

## Acknowledgement of Risks and Release from Liability

This agreement is made on \_\_\_\_/\_\_\_\_/\_\_\_\_, by and between the Office of International Student Services  
Month Day Year  
("OISS") of Pepperdine University, 24255 Pacific Coast Highway, Malibu, California 90263 ("UNIVERSITY"), and

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ ("STUDENT")  
Last name First name Middle name

WHEREAS, UNIVERSITY has established a need for the fulfillment of certain services/obligations by STUDENT; and WHEREAS, STUDENT has proposed to agree to perform certain services; NOW THEREFORE, in consideration of the mutual covenants and agreements stated herein, the parties hereto do mutually agree as follows:

1. UNIVERSITY hereby agrees to engage STUDENT, and STUDENT agrees to perform the obligations hereinafter set forth.
2. This Agreement and all rights and duties created hereunder will commence on the first day of enrollment, and terminate on the day UNIVERSITY has no reporting obligations in Student and Exchange Visitor Information System ("SEVIS").
3. STUDENT agrees to fulfill these obligations as specified in detail in **Schedule A** of this Agreement. UNIVERSITY agrees to furnish information relating to updates and added SEVIS requirements of SEVIS through weekly e-mail announcements.
4. The designated representative of UNIVERSITY for purposes of administering this Agreement shall be: Designated School Official ("DSO"), Office of International Student Services.
5. To the fullest extent permitted by law, STUDENT shall defend, indemnify, protect, save and hold harmless the UNIVERSITY, its officers, directors, employees, and agents from and against any and all claims, liability, loss, cost, damage or expenses arising before or after the effective date of this Agreement from STUDENT's use of UNIVERSITY's facilities or from the conduct of its program or from any activity, work, or thing done, permitted or suffered by STUDENT, its partners, agents, servants, contractors, representatives, guests, employees, invitees or customers in or about UNIVERSITY premises or elsewhere, or for any default in the performance of any obligations on STUDENT's part to be performed under this Agreement or from any act of negligence of STUDENT or its guests, employees, invitees or customers. The indemnity obligations of STUDENT include, without limitation, STUDENT's obligation to indemnify UNIVERSITY for all attorney's fees and costs incurred by the UNIVERSITY in connection with the enforcement of the provisions contained in this Paragraph. UNIVERSITY may, at its option, require STUDENT to assume UNIVERSITY's defense in any action covered by this Paragraph.
6. This Agreement may be amended at any time by changes in the law as communicated through e-mail messages from the OISS to the STUDENT's Pepperdine e-mail address.
7. This Agreement shall be governed by California Law.

## Schedule A

- STUDENT is responsible for reporting any changes in the following information **within 10 days** to [oiss@pepperdine.edu](mailto:oiss@pepperdine.edu):
  - Name as shown in passport
  - Country of citizenship
  - Visa classification
  - Dependent (spouse and/or minor children) information
  - US residence and mailing addresses
  - Email address and telephone number
  - Permanent foreign address
  - Major and minor area of study
  - Program end date (prior to the end date printed on the Form I-20)
  
- STUDENT is responsible for maintaining his/her visa status by reading, understanding and complying with the federal regulations and policies governing students in F-1 visa status. Failure to maintain lawful status will result in **termination** of his/her status. STUDENT will be responsible for reading the information located on the OISS website tab named “current and OPT students” within one month of enrollment.
  - Student must maintain full-time attendance each term
  - Student must apply for permission from the OISS to reduce his/her course load prior to dropping or withdrawing from courses
  - Student must maintain a valid passport
  - Student must apply for an extension of his/her program **before** the “program end date” printed on his/her Form I-20
  - Student must obtain permission from the OISS before engaging in a volunteer, internship, externship, practicum, or any other work experience
  - Student must depart from the U.S. within 15 days of withdrawing from the University or being withdrawn from the University due to academic or disciplinary suspension or dismissal
  - Student must provide an “exit statement” to the OISS in their last term of study
  - Student must maintain health insurance
  - Student must report his/her tax status to the Internal Revenue Service each year even if he/she received no income
  - Student who is authorized to engage in optional practical training (OPT) upon completion of his/her program must continue to report the data required in SEVIS
  
- STUDENT is responsible for reading email messages from the OISS and using his/her Pepperdine e-mail account for sending email messages to the OISS.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last name First name Middle name

Is your name in all of your U.S. documents and information systems consistent with your passport?

If no, explain \_\_\_\_\_

SEVIS # \_\_\_\_\_ I-94 number \_\_\_\_\_

Campus Wide ID \_\_\_\_\_

Email while attending Pepperdine \_\_\_\_\_@pepperdine.edu

Secondary email \_\_\_\_\_

U.S. residence address (please print)

Permanent foreign address (please print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_

Country \_\_\_\_\_

Home phone \_\_\_\_\_

Postal code \_\_\_\_\_

Cell phone \_\_\_\_\_

Phone \_\_\_\_\_

Emergency contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Have you applied for another visa status (including permanent residence)? \_\_\_\_\_

I, the undersigned, have read and agree to comply with the rules and regulations governing F-1 students, explained in the OISS website and contained in full in the United States Code of Federal Regulations, Title 8, Part 214, Section 2, paragraph f. I will retain a copy of this contract.

Signature \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

**For office use only:**  
SEVIS activated \_\_\_\_\_ Transfer I-20 printed \_\_\_\_\_ Visa in PS \_\_\_\_\_ Citizenship in PS \_\_\_\_\_