



Notre Dame of Maryland University (NDMU)

SUBJECT: Student Location Policy

I. PURPOSE

This policy pertains to a student's residential location and is in accordance with federal code amendment 34 CFR--PART §600.9(c)(2)(ii) effective as of July 1, 2020 and the National Council for State Authorization Reciprocity Agreement (NC-SARA) rules listed in the NC-SARA Manual 21.1. It is the student's responsibility to inform the university within 30-days if their location has changed during their enrollment in any credit bearing program at Notre Dame of Maryland University.

II. DEFINITIONS

Prospective student location: For the purpose of this policy, a prospective student's location is the state of the prospective student's residency at the time the student has applied for admission.

Enrolled student location: The student location for enrolled students is the state where the enrolled student resides and is based on the permanent home address entered into the student record system. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Maryland.

Change of location: Student location designations will remain in effect unless and until a student officially notifies NDMU that their permanent address has changed. Once a student notifies NDMU, of a change of address, the date of entry into the student information systems will be used as the effective date of a student's revised location for the purposes of this policy.

Diploma address: The address to which a student's diploma should be mailed once the student has graduated from a program or earns a certificate. If a diploma address is not provided, the diploma or certificate will be mailed to the student's Permanent Resident Address on record at the time of completion of the program.

SEVIS local address: This is the student's local address while the student is attending NDMU. This address is sent to SEVIS. Students must visit the Office of International Services for information on what to do to update this address.

(<https://www.ndm.edu/admissions-aid/international-students/services>)

SEVIS foreign address: This is the international student's foreign home address. This is automatically populated for all international students based on the information provided during the admission process. Students must visit the Office of International Services for information on what to do to update this address. (<https://www.ndm.edu/admissions-aid/international-students/services>)

III. APPLICABILITY

This policy applies to all NDMU students (US and International F1 and M1 Visa). This policy applies to students in all modalities including but not limited to students who are enrolled in the following:

- online programs
- online courses including online summer school
- synchronous and asynchronous online courses
- hybrid courses
- face-to-face courses
- out-of-state learning placements (OOSLP) including but not limited to clinical rotations, internships, community services, fellowships, undergraduate research, or student teaching
- study-abroad programs (onsite or virtual)

VI. POLICY STATEMENT

NDMU is required to determine the states in which its students and prospective students are located for the purpose of disclosing state-specific professional licensure information. NDMU shall establish an official process to determine a student's location at the time a prospective student seeks information about an academic program leading to professional licensure, or a student enrolls in, and/or an existing student notifies NDMU of a **change of address**.

If a student's address or phone number changes, they must notify the Registrar within 30-days. The University requests that students maintain their current cell phone numbers and an emergency contact for emergency use. Students may complete the address change form online: (<https://www.ndm.edu/business-office/student-forms>).

Change of Address for International Students

The Student and Exchange Visitor Program (SEVP) Portal allows F-1 post-completion OPT students to report personal and employer information to SEVP.

The portal does not grant students direct access to SEVIS but does interface with the system.

Students must have a valid email address in SEVIS to use the portal.

(<https://studyinthestates.dhs.gov/sevp-portal-help>)

International students on an F-1 or M1 Visa must report a change of address **within ten days** of the address change to the Office of International Student Services. All students on F-1 and M1 Visas must report both local and foreign address information through both the Registrar's Office and Department of Homeland Security (DHS) in the native country. This must be on file at all times.