



CERTIFICATION OF FULL-COURSE OF STUDY & ON-LINE COURSE WORK

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EXPLANATION: U.S. immigration regulations require that international students in F-1 and J-1 status maintain a full-course of study each regular academic session. A full-course of study is defined as a minimum of 12 credit units for undergraduate students and 9 credit units for graduate students each fall/winter semester. Federal non-immigrant regulations also impose significant limitations related to on-line or distance education course enrollment.

- **On-Line/Distance Courses Defined** - An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing.
- **On-Line/Distance Credit Limitations** – For students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per semester (fall/winter) may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class.
- **Determining how this rule applies to students** – In general, international students may only count 3 credits of on-line or distance education course work toward the full course of study requirement (12 units/ugrad or 9 units/grad) each fall/winter semester. In the case where an academic department requires a student to attend a regular meeting or seminar as integral to the completion of the on-line or distance education class, this restriction may not apply, however the following information must be verified through the department and submitted to an ISSS advisor for review and to record in the student’s ISSS record.

TO BE COMPLETED BY THE STUDENT:

Last (Family) Name: _____ First Name: _____

Student ID # _____ Visa/Status: F-1 J-1 E-mail Address: _____

Local Address: _____ Telephone: _____

Degree: Bachelor’s Master’s Doctorate Department: _____ Major: _____

I am currently enrolled in the following course work for the _____ semester. My total course registration this semester, including on-line course work, is: _____ credits.

	<input type="checkbox"/> Traditional		<input type="checkbox"/> Traditional	
Course title & number	<input type="checkbox"/> On-Line		<input type="checkbox"/> On-Line	
credit(s)	<input type="checkbox"/> On-Line w/mtg*	Course title & number	credit(s)	<input type="checkbox"/> On-Line w/mtg*
Course title & number	<input type="checkbox"/> Traditional		<input type="checkbox"/> Traditional	
	<input type="checkbox"/> On-Line		<input type="checkbox"/> On-Line	
credit(s)	<input type="checkbox"/> On-Line w/mtg*	Course title & number	credit(s)	<input type="checkbox"/> On-Line w/mtg*

* Student required to attend a regular meeting or seminar as integral to the completion of the on-line or distance education class.

TO BE COMPLETED BY THE ACADEMIC ADVISOR:

The above-named student is currently enrolled for a full course of study, including the on-line course work as indicated above. The academic department requires that the student attend regular meetings in order to complete the requirements of the on-line course(s) listed above.

Academic Advisor’s Signature _____ Date _____

Advisor’s Signature

Print Name & Title _____ Phone _____

Dept. Address _____ E-mail _____

ISSS ADVISOR REVIEW:- ISSS Advisor: _____ Date Reviewed & Noted in Record: _____