

## REGISTRATION REQUIREMENTS FOR UNDERGRADUATE INTERNATIONAL STUDENTS

This information sheet is designed to give *general* information regarding registration requirements for undergraduate international students who are on an **F-1 or J-1** visa. Students with specific questions or complex situations should plan to make an appointment with an International Student Advisor in the Office of International Services (OIS).

### FULL-TIME ENROLLMENT

International students who are on an F-1 or J-1 visa are required to maintain full-time enrollment throughout their program of study in the United States. **Undergraduate students must be enrolled for and complete a minimum of 12 credits each term during the academic year.** Students in the Conditional Admissions Programs (CAP and CAPN) must follow the registration requirements of their CAP program. Audited courses and withdrawals do not count toward full-time enrollment. Also, no more than 3 credits of distance education (E-Campus) classes can count toward full-time enrollment per term.

If you do not pass a course or wish to improve your grade, you may retake a course. Both grades will appear on the academic record, but only the second grade will be counted in the cumulative grade point average, and the credits will only count one time toward graduation requirements. Be aware that any requests for a program extension may be denied if you repeatedly retake courses, use the S/U grading option for courses requiring a letter grade, or otherwise fail to progress in your academic goals.

### EXCEPTIONS TO FULL-TIME ENROLLMENT

Immigration regulations on enrollment are very strict and allow for exceptions only under certain conditions. **International students should not drop or withdraw from a course until they have consulted with an International Student Advisor.** Failure to maintain full-time enrollment throughout the program of study could jeopardize the student's academic program. Students who have just arrived in the U.S. and are experiencing language and cultural adjustment difficulties may be eligible for a reduced course load during the first term. Students experiencing a serious medical condition should meet with an International Student Advisor to see if they qualify for a reduced course load based on medical reasons. Undergraduate students in their final term may also be eligible to take a reduced course load during that final term. ***Students must receive written approval from OIS prior to registering for less than a full course of study or dropping below a full-course of study.***

### VACATION TERM

Students on an F-1 or J-1 visa are allowed to take one vacation term during each academic year (i.e. after three consecutive terms), and most students choose summer as their vacation term. "Vacation" periods normally do not require registration as long as you are a continuing degree or exchange student. However, students in INTO OSU programs must request a vacation term if they do not plan to enroll. Students who wish to take a term off other than summer term should make an appointment with an International Student Advisor to determine eligibility. Undergraduate students who plan to complete their program in summer term will need to be registered full-time (12 credits) or turn in a reduced course load (RCL) form to OIS prior to the start of summer term.