

Quick Guide to International Students on an F-1 Visa Status

<p><u>What is an F-1 visa status?</u> International students who are attending an academic program at a SEVIS-approved US college or university.</p> <ul style="list-style-type: none"> - International Office is responsible for monitoring students on F-1 visas. - Students on non-F-1 visa statuses should consult with an immigration attorney for immigration related questions. - F-1 students must maintain full-time enrollment for each Fall/Spring semester. 		<p><u>4 Things to Remember:</u></p> <ol style="list-style-type: none"> 1. Enrolling full-time (12 hours – UG, 9 hour – GR) in the Fall and Spring semesters and summer if the student’s first semester is summer. 2. Students cannot work off-campus without proper authorization from the International Office. 3. Students can work on-campus without authorization from the International Office (max of 20hrs/week while school is in session). 4. Only one fully distance learning course per semester may count toward full-time enrollment. 										
Policies & Regulations	What does it mean?	What do I need to know?	Form?									
<p>Reduced Course Load (RCL)</p> <p><u>Three (3) Types of RCLs:</u></p> <ul style="list-style-type: none"> - Academic Difficulties - Medical - Final Semester 	<p>F-1 students are required to be enrolled full-time every semester (fall and spring). The following six circumstances are those in which DHS permits F-1 students to be enrolled below full-time and considered to be maintaining their legal status:</p> <ol style="list-style-type: none"> 1. Initial Difficulty with English Language 2. Initial Difficulty with Reading Requirements 3. Unfamiliarity with American Teaching Methods 4. Improper Course Level Placement 5. Illness or Medical Condition 6. To Complete Course of Study in Current Term (Final Semester) 	<p>A reduced course load (RCL) requires approval from the International Office. F-1 students must first complete the RCL form, obtain a signature from their academic advisor, if needed, and return the form to the International Office to request an override in Banner.</p> <p>After the International Office has entered the override, students are responsible for completing their registration or drop procedures on CATSWEB.</p> <p>http://www.international.txstate.edu/current/Reduced-Course-Load--RCL-.html</p>	Y									
<p>Distance Learning Courses (online classes)</p>	<p><u>Only one (1) distance learning class/online course</u> per semester may be counted toward the full-time enrollment requirement. Example, assuming each class is 3 credit hours.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Level</th> <th>Online Class</th> <th>Face-to-Face Class</th> </tr> </thead> <tbody> <tr> <td>Grad</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Undergrad</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	Level	Online Class	Face-to-Face Class	Grad	1	2	Undergrad	1	3	<ol style="list-style-type: none"> 1. Class considered “Distance Learning” is taken online or through correspondence and does not require the student's physical attendance for classes, examination, or other purposes integral to completion of the class. 2. If a class has any required face-to-face components, the class is not considered a distance learning course for the International Office. The required face-to-face components must be required for all students. 	N
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Policies & Regulations	What does it mean?	What do I need to know?	Form?
Concurrent Enrollment	An F-1 student may be enrolled in two different SEVIS-approved schools at one time as long as the combined enrollment amounts to a full-time course load.	Advisor certifies the requested courses are transferable credits that will contribute to the student's program of study. http://www.international.txstate.edu/forms/requests.html	Y
Program Extension	An F-1 student who will not complete their academic program by the I-20 program end date must apply for a program extension before the I-20 program end date.	Advisors certify that the delay in completion is caused by compelling academic reasons, such as changes of major or research topics, or unexpected research problems. - Delays caused by academic probation or suspension are not acceptable reasons for program extension. http://www.international.txstate.edu/forms/requests.html	Y
On-Campus Employment	F-1 students are permitted to work on-campus without approval from the International Office as long as the student has a valid I-20 from Texas State.	F-1 students are allowed to work <u>20 hours a week</u> while school is in session and <u>40 hours a week</u> during university breaks and summer. http://www.international.txstate.edu/departments/student-hires.html	N
Off-Campus Employment	Types of off-campus work authorization: - <u>Curricular Practical Training (CPT)</u> - is defined to be alternative work/study, internship , cooperative education, student teaching, directed project, or any other type of required internship or practicum course that is required for the student's degree . - <u>Optional Practical Training (OPT)</u> - is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization after completing their academic studies (post-completion).	<u>Curricular Practical Training (CPT)</u> - CPT has many restrictions and must be approved by the advisor and the International Office before a student can begin employment. 1. Student meets with Academic Advisor to discuss planned internship. 2. Student registers for internship class. 3. Student submits the following to the International Office: - Curricular Practical Training Certification Form signed by Advisor - Class schedule showing enrollment in internship course - Hiring or job offer letter from company on letterhead 4. Student receives authorization and new I-20 from International Office before starting employment http://www.international.txstate.edu/current/cpt.html <u>Optional Practical Training (OPT)</u> - Advisors certify the student will complete their program of study by signing the Completion of Degree Certification Form http://www.international.txstate.edu/optandstemextension/opt.html	Y

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