



The OISS monitors F-1 and J-1 student enrollment in order to advise students regarding its impact upon maintaining lawful status. However, it is ultimately the individual student's responsibility to ensure compliance with all SEVP enrollment requirements.

Through SEVIS, an Internet-based system into which we must enter data on F, J and M visa holders (as well as for any accompanying dependents), the Office of International Student Services (OISS) at Indiana University South Bend transmits information about the enrollment status of all our F-1 and J-1 students.

At the beginning of their programs of study, students participate in a compulsory orientation which includes a review of immigration regulations and benefits. Each receives a copy of these regulations and benefits for future reference, but they may look for current information regarding enrollment on the OISS Web site: [www.iusb.edu/oiss](http://www.iusb.edu/oiss) and in regular listserv updates. They will also find immigration alerts and forms via their iStart accounts.

**Full-time Enrollment**

- All students here on F-1 and J-1 visas must be enrolled full-time each fall and spring semester; summers are considered vacation after initial enrollment. For students who begin the first semester of a degree program with Summer Session II, however, the full-time enrollment requirement is for half the amount of credits indicated below. Again, future summer enrollment is considered voluntary thereafter and not subject to the full-time enrollment requirement.
- Students who seek to study at less than full-time status must have written approval from an OISS advisor. Those dropping below full-time enrollment without advance approval may lose their lawful F-1/J-1 student status.

Level of Study	Required Credit Hours for Full Time Enrollment
Undergraduate	12
Graduate and Music Diploma Programs	8

**Employment**

- Students are allowed to work on-campus up to 20 hours per week during fall & spring semesters, but for more than 20 hours during the university's scheduled breaks and summer vacation.

Additional details regarding full-time enrollment requirements and exceptions see the back of this form.

Please contact our office with any questions or concerns that you may have.

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Your assistance and support for international student at IU South Bend is greatly appreciated.



## F-1 & J-1 STUDENT ENROLLMENT AND ADVISING

Enrollment Options for Meeting Full-time Requirement	Allowed by SEVP regulations?	OISS Authorization Required?
<b>Probation/ Restricted Enrollment</b>	Student still required to have full course load	Student must concurrently enroll for courses at other colleges or universities so that the total of credit hours meets minimum full-time enrollment requirements. The student must submit a concurrent enrollment authorization form with supporting documentation.
<b>Distance Education courses not requiring physical attendance (e.g. TV, audio, online courses)</b>	Only one course (3 credit hours) allowed per semester to meet the minimum enrollment requirement. Students may take additional online course work once the minimum enrollment requirement is met. See additional notes attached.	OISS should be consulted to ensure that student understands this regulation.
<b>Correspondence courses</b>	No	No
<b>Courses taken as audit or not for credit</b>	Yes, if student has required minimum number of credits for full-time enrollment, excluding audited or not-for-credit classes	No
<b>Courses taken as Pass/Fail</b>	Yes	No
<b>IU South Bend ESL courses</b>	Yes	No – Need authorization from English Dept. in order to enroll.
<b>Concurrent enrollment at another campus or school (e.g. Ivy Tech)</b>	Yes	Yes, at least half the required credit hours must be at IU South Bend. The student must submit a concurrent enrollment authorization form with supporting documentation.
<b>Summer enrollment</b>	Not monitored except to confirm enrollment of students admitted for the first semester into a summer session	No

F-1 and J-1 students may be enrolled less-than-full-time if they meet the criteria below:

Reduction in Enrollment Requiring Advance OISS Approval	Documentation Required	SEVP Limitation
<b>Academic difficulties (1<sup>st</sup> or 2<sup>nd</sup> semester of study)</b>	Certification from advisor to confirm <ul style="list-style-type: none"> <li>▪ The student is having difficulty understanding the English language.</li> <li>▪ The student is having difficulty with the reading requirement for a course.</li> <li>▪ The student is unfamiliar with American teaching methods.</li> <li>▪ The student is enrolled in a course that is at an improper level.</li> </ul>	A reduced course load (RCL) authorization may be granted only ONCE per degree level of study, based upon this category; regardless, undergraduates must maintain at least 6 credit hours after reduction, graduate students must maintain at least 4 credit hours
<b>Academic difficulties (after 1<sup>st</sup> or 2<sup>nd</sup> semester of study)</b>	Extenuating circumstances only – must fall into one of the categories listed above	If reduced course load already approved in first semester, no longer possible.
<b>Medical Reasons</b>	Statement from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist	12 months aggregate; no minimum credit hour enrollment requirement (may withdraw from all classes)
<b>Final semester of study</b>	Certification from academic advisor that remaining credit hours will satisfy all degree requirements	Only one less-than-full-time reduction based on this category per degree level of study (in special circumstances, a second RCL may be granted for this reason).
<b>Complete course withdrawal due to compelling personal or academic reasons</b>	Leave of absence form completed by student	Must depart the US within 15 days, may return 30 days in advance of next semester