

Auburn University
Office of International Education

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FULL COURSE OF STUDY FORM
INSTRUCTIONS

Revised: January 2009

Non-immigrant students in the United States must maintain their student status by adhering to immigration regulations set forth by the Department of Homeland Security (DHS). As part of maintaining one's immigration status, **F-1/J-1 students must attend school full-time** (pursue a full course of study) at the school that they are authorized by DHS to attend as indicated on their I-20 or DS-2019. (For a more complete list of requirements for F-1/J-1 students to maintain their status, see the OIE website.)

To be considered full time, F-1/J-1 **undergraduate** students must be enrolled for at least **12 hours** per semester. **Graduate** students must be enrolled for at least **9 hours** per semester. Students in the Intensive English Program (IEP) must be enrolled in at least 12 clock hours of class per week. A student may be exempt from being full time in two circumstances: 1) during the summer, if the student qualifies to take a summer vacation term (see the *Summer Vacation Policy*); and 2) if he/she has been authorized to **drop below a full course of study** (see instructions and application for *Authorization to Drop Below Full Time*) or otherwise be **certified as pursuing a full course of study**.

Certification for Full Course of Study

Full course of study can be defined in two ways:

1. Full time enrollment (9 credit hours for graduate students and 12 credit hours for undergraduate students per semester).
2. Normal progress toward the attainment of a specific educational or professional objective (BA, MA, Ph.D., Certificate, etc.) according to the plan of study approved in writing and in advance by the faculty advisory committee and graduate school of Auburn University or in accordance with plans/activities prescribed by academic units who host the program.

Students who are not enrolled full time may still be considered to be making normal progress toward their professional objective and consequently, pursuing a full course of study, if they meet the conditions outlined below and been preauthorized by OIE as noted.

Acceptable Conditions for Certification of Full Course of Study:

1. **Concurrent enrollment** at Auburn and another institution of higher education pre-approved by academic units and by OIE. Enrollment in both schools must amount to a full time course of study.
2. **Student is/will be on Part Time/Full Time Curricular Practical Training (CPT) or Academic Training (AT)** approved by OIE and the Department of Homeland Security (DHS) or the U.S. Department of State (DOS) and recommended by his/her Academic Advisor. Students engaging in *part-time* CPT/AT must be enrolled in the minimum required credit hours (3 credits for graduates and 6 credits for undergraduates). Students engaging in full time CPT must be enrolled in an internship course or other course for which student will receive credit for his/her Curricular Practical Training (minimum of 1 credit). Work may not begin prior to authorization by OIE and DHS/DOS.

Acceptable Conditions for Certification of Full Course of Study, (con't):

3. **Student is/will be on Pre-Completion Optional Practical Training (OPT)** approved by his/her Academic Advisor, OIE and DHS. Students engaging in *part-time* pre-completion OPT (prior to completion of studies) must be enrolled in the minimum required credit hours (3 credits for graduates and 6 credits for undergraduates); Graduate students engaging in *full-time* pre-completion OPT must be enrolled in at least 1 credit hour. Work may NOT begin until EAD (Employment Authorization Document) card is received from DHS.
4. GRADUATE STUDENTS ONLY: **Student has completed all the plan of study course work** or all available required course work and is engaged in full-time research towards completion of his/her thesis/dissertation/ final project. Students must be enrolled in at least 1 credit hour of research or appropriate alternative as recommended by the graduate advisor. To be authorized for full course of study, students must submit a current plan of study. Graduate students who will be graduating this term, should also use this form.

NOTE: Students may use this exemption for NO MORE THAN 4 semesters (Master's) or 6 semesters (Ph.D). Any exceptions to this rule will require authorization by the Dean of the Graduate School.

5. (For J-1 students only) J-1 student/scholar is participating in an AU hosted inter-institutional **exchange program** between Auburn University and a foreign university.

Students who believe they meet one of these conditions must submit the “**Certification for Full Course of Study**” form and any other required documents to OIE at least **two weeks PRIOR** to the start of each applicable term. Each form is only valid for one semester, after which time students must return to full time enrollment the following semester or submit a new form authorizing them to be less than full time. **This form should NOT be submitted during the summer term unless it is your first or last term**, since most students are considered to be on vacation term during the summer and are not required to be enrolled or to be full time.

NOTE: Submission of the Full Course of Study form in and of itself does not constitute approval. It is only valid *if* you qualify for one of the conditions outlined in the instructions for the forms, and are approved by OIE staff.

Approval of Your Request for Certification of Full Course of Study:

To verify approval of your “Certification of Full Course of Study” form, please check your registration screen in OASIS. Approved students will be enrolled in **GRAD6@@0002: Full Course of Study**, a non-credit bearing administrative notation, which will appear on your permanent record within 30 days. You will NOT receive an email notification unless there is a problem with your form.

If this course does not appear on your transcript within 30 days of submission of your form, or **if you are enrolled full time and need to drop a course before the university drop deadline**, please contact OIE via email at intledu@auburn.edu a few days prior to the drop deadline to check the status of your form. OIE is NOT responsible for tuition charges incurred if you drop a course after the university drop deadline.

FULL COURSE OF STUDY FORM

Auburn University, Office of International Education *Revised January 2009*

Date Stamp

APPLICATION DEADLINE: If enrolling for less than full time this document must be submitted at least **two weeks PRIOR to the start of each term**. If dropping a course *during* the semester this form must be completed PRIOR to dropping any hours. **Students who fail to obtain proper authorization from OIE before dropping below full time will be out of status.**

Last Name (print): _____, First Name (print): _____

AU Student ID: _____ Visa Status: F-1 J-1

SEVIS ID: _____ Email address: _____

Department: _____ Level of study: Bachelors, Masters, Ph.D., Other _____

(Grad students only) I am pursuing: ___ Thesis/Dissertation Option ___ Non-Thesis/Dissertation Option

Program start date (current degree): _____ Expected date of completion: _____

I am requesting to drop below a full course of study for FALL, SPRING, SUMMER* Semester, _____ (year)

During the term requested, I will carry _____ credit hours Advisor's Email: _____

Select the reason you are requesting to be certified as pursuing a full course of study. Attach any required documentation to this form and submit it to OIE.

- ___ 1. **Concurrent enrollment** at Auburn and another institution of higher education as pre-approved by AU academic units and OIE or, OIE special enrollment authorization. Concurrent/Special enrollment must be pre-approved before applying for certification for full course of study.
- ___ 2. **Student is/will be on Curricular Practical Training (CPT) or Academic Training (AT).** Student will be enrolled in _____ credit hours while on CPT/AT this semester.
- ___ 3. **Student is/will be on Pre-Completion OPT** approved by his/her Academic Advisor, OIE and the Department of Homeland Security (DHS). Student will be enrolled in _____ credit hours while on OPT this semester.
- ___ 4. (Graduate students only) Student has **completed all the plan of study course work** or all available required course work and is engaged in full-time research towards completion of his/her thesis/dissertation/final project. Student must attach a current copy of his/her plan of study. Graduate students who will be graduating this term, should also use this form.
- ___ 5. (J-1 students only) J-1 student/scholar is participating in an AU hosted inter-institutional **exchange program**.

I hereby request that the above named student be considered to be pursuing a full course of study this semester for the reason outlined above. I have read the instructions and understand the conditions by which I am making this request. If required, I have attached a letter with additional explanation.

Department Chair's Signature

Printed Name

Date

Academic Advisor's Signature

Printed Name

Date

Student's Signature

Printed Name

Date