

Auburn University
Office of International Programs

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FULL COURSE OF STUDY GOLD FORM INSTRUCTIONS

Revised: March 2014

As part of maintaining a valid immigration status, F-1/J-1 students must attend school full-time. To be considered full time, F-1/J-1 undergraduate students must be enrolled for at least 12 hours per semester, and 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 three circumstances: 1) during the summer, if summer is not the student's first semester at Auburn University, 2) if the student has been authorized to *drop below a full course of study*, 3) *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 by the faculty advisory committee and Graduate School.

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 OIP. 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 Pre-Completion Academic Training (AT)** approved by OIP. 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 OIP.
3. **Student is/will be on Pre-Completion Optional Practical Training (OPT)** approved by OIP and USCIS. Graduate students engaging in *full-time* pre-completion OPT must be enrolled in at least 1 credit hour. Work may not begin until EAD card is received from USCIS.
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. Graduate students who will be graduating this term, should also use this form.
5. **GRADUATE STUDENTS ONLY:** When specific degree programs have set a full course load to be less than 9 hours.

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 a letter from your Academic Advisor or major professor..

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, since most students 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 OIP staff.

Date Stamp

FULL COURSE OF STUDY GOLD FORM

Auburn University, Office of International Programs Revised March 2014

APPLICATION DEADLINE: If enrolling for less than full time this document must be submitted by the 8th class day of the term in which you are requesting. 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 OIP before dropping below full time will be out of status.

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

Banner 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 OIP.

- 1. Concurrent enrollment at Auburn and another institution of higher education as pre-approved by AU academic units and OIP or, OIP 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, OIP 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. Graduate students who will be graduating this term, should also use this form.
5. (Graduate students only) When specific degree programs have set a full course load to be less than 9 hours. Student must attach a current copy of plan of study. Plan of study does not have to be signed or approved.

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