Dear International Students,

We are so glad you are here at UNT! The International Student and Scholar Services (ISSS) office wants to ensure that you have a very successful semester. To do this, you need to be aware of the immigration laws that will affect you during your time here. Please read carefully through the following information and contact our office if you have any questions. Remember, each person’s situation is different and immigration regulations are complex, so if you ever have questions, we are here to help! Our contact information is listed above. Have a wonderful spring term!

Sincerely,
The UNT ISSS Staff

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### Full-Time Enrollment and Exemptions

<table>
<thead>
<tr>
<th>Acceptable Reasons:</th>
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<tbody>
<tr>
<td><strong>Final Semester:</strong></td>
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<tr>
<td>- If Spring 2016 is your last semester before you graduate and you have only a few classes left to complete your degree, then you would be eligible for a waiver of the full-time requirement.</td>
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<tr>
<td>- Remember: This must be your LAST semester. Immigration allows only one Final Semester and so you must be expecting to complete.</td>
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<tr>
<td>- Fill out the “Exemption from Full-Time Enrollment” form and have your academic advisor (or Grad School for Graduate students) sign it and return it to our office.</td>
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</table>

| **Dissertation or Thesis Only:** |
| - If you are currently finished with all of your coursework and have only thesis or dissertation hours remaining to complete your degree, you are eligible for a waiver of the full-time requirement. If you have not already done so, you must take the “Graduate Student Full-Time Equivalency” form to the Graduate School for approval. |

| **CPT:** |
| - If you will be doing Full-Time CPT, then you can waive the full-time enrollment requirement. However, your CPT must be approved first. |

| **Other:** |
| - There are a few other academically acceptable reasons for a full-time enrollment waiver. Please refer to the “Exemption from Full-Time Enrollment” form and our website for more information. If any of these reasons apply to you, please have your academic advisor complete the form and bring it in to our office. |

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As an International Student, you are required to maintain full-time enrollment. For the Spring and Fall semesters, this is defined as **12 hours for Undergraduates and 9 hours for Graduates**. You should maintain these minimums during every long semester. There are a few reasons why you may be considered full-time while not maintaining the minimum number of hours. If any of these reasons apply to you and you will be below hours in the Spring 2016 semester, you must receive approval from ISSS by the 12th class day. Information about full-time enrollment and exemptions can be found on our website at: [www.international.unt.edu/immigration](http://www.international.unt.edu/immigration)
CONCURRENT ENROLLMENT

If you will enroll concurrently at another institution during the Spring 2016 semester, please keep in mind the following:

- You must enroll in at least one course at UNT, and the combination of hours from UNT and the other school must equal full-time enrollment.
- We will maintain your immigration record so all changes must be reported to our office.
- If the other school requires a letter from our office for you to concurrently enroll, remember this will take 3 business days to complete, so plan ahead! Apply online here: https://international.unt.edu/ISSS/concurrent-enrollment-request-form
- You must turn in proof of enrollment from the other school to our office by the 12th class day (see “IMPORTANT DATES” for this date).
- At the end of the semester, you must bring us a transcript/grade report showing completion of the courses.
- You still must follow the one online course rule even if concurrently enrolling. If you will concurrently enroll in an online class, that counts as your one online course for the semester.

*Your U.S. SEVIS Address & Phone Number*

Remember to keep your U.S. SEVIS Address and Phone Number up to date at all times. To do this, update your Current/Local address and Main Phone Number in the https://my.unt.edu system. Our office will receive a notification and change your address with USCIS. Visit http://international.unt.edu/ISSS/update-your-currentlocal-address-myuntedu for instructions on how to update your address.

**HOW TO WRITE A CURRENT/LOCAL U.S. ADDRESS:**

1st Line: Street Number Street Name Apartment Number (if applicable)
2nd Line: Optional
3rd Line: City, State, Zip Code

EXAMPLE:
123 Scrappy Street APT 1
Denton, TX 76201

In this example, “APT” is an abbreviation for the word “Apartment.”

**CONCURRENT ENROLLMENT**

If you want to take an Online Course?

Remember for F-1 students that you may count only ONE online course towards your full-time enrollment requirement. If you want to enroll in more than one online course, it needs to be above your required minimum (9 hrs. for grads/12 for undergrads) or have an on-campus component.

Immigration law is very strict in this regard so please take note and always check with our office if you have questions regarding what constitutes an online class. Please refer to the information provided on our website for more information: https://international.unt.edu/ISSS/enrollment.
Congratulations! UNT-International is very proud of you and your accomplishments! We know you have a lot on your mind and we’d like to remind you of some important things you should take care of during the semester:

__ File an “Exemption from Full-Time Enrollment” form if you will be below full-time hours in the Spring 2016 semester.
__ File for Graduation with the University. The deadline is very early. Check with the Registrar (Undergrads) or the Graduate School (Grads) for instructions.
__ If you want to apply for Optional Practical Training (OPT), plan to complete a mandatory workshop early in the semester. It can take up to 3 months for approval so get started early!
__ If you will not apply for OPT, you have a 60 day “grace period” to figure out your next step. If you will begin a new program, you must receive the new I-20 within 60 days of completion. If you plan to return home, make reservations to leave before your grace period expires.

Graduating in Spring 2016?

This is just a reminder of some of the reasons your F-1 status (immigration record) may be terminated:

• **Failure to Enroll**
  - If you do not enroll in courses for a given semester, your SEVIS record will be terminated. If you plan to take a semester off, please come to our office and fill out an “Ending Studies” form. You have 15 days to leave the U.S. after this date.

• **Enrolling Less than Full-Time without Approval**
  - If you do not enroll full-time and do not receive approval, your SEVIS record will be terminated. Remember to bring in proof of concurrent enrollment or file an “Exemption from Full-Time Enrollment” form before the deadline to avoid falling out of status!

• **Unauthorized Employment**
  - Remember: International Students are NOT allowed to work off campus ANYWHERE without approval from USCIS or our office. In addition, F-1 students are limited to 20 hours of on-campus work per week. Please talk to an advisor if you have any questions about this.

• **I-20 Expiration**
  - Do NOT let your I-20 expire! Look on the first page where it says “Complete studies not later than: ______.” or “PROGRAM END DATE” on the new version of the I-20. If you will not complete by this date, come to ISSS to inquire about a Program Extension before your I-20 expires.

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The workshop is now available online: [http://international.unt.edu/ISSS/opt-workshop-presentation](http://international.unt.edu/ISSS/opt-workshop-presentation)

Find us on Facebook!

www.facebook.com/untisss
LIKE our page to receive updates about our office and news about important changes in U.S. immigration regulations.