



GENERAL INFORMATION REGARDING FULL-TIME ENROLLMENT FOR INTERNATIONAL STUDENTS

Full-time Enrollment Requirement

F-1 and J-1 international students are required to maintain a full course of study each semester. Failure to maintain full-time enrollment is a violation of the F-1 or J-1 student's status. Below are the requirements to be considered full-time:

- Undergraduate students: 12 credit hours of enrollment
- Graduate students: 9 credit hours of enrollment
- Graduate student with a full assistantship (.50 GTE): 6 credit hours of enrollment
- Graduate students who have only research/project hours remaining: the number of credit hours necessary to be considered full-time is at the discretion of the student's academic adviser but must be in-line with departmental and Graduate School policies
- Undergraduate and Graduate students in their final term do not have to enroll full-time. In the final semester of study, Undergraduate and Graduate students may enroll only in the number of hours needed to complete the degree.
- **NOTE: Only one 3-credit hour online/distance learning course may count toward a student's full-time status. If the student will enroll in only one course in a semester (e.g. the final semester of study), the course must be one that has some classroom component (e.g. face-to-face meeting with professor or classroom seminars).**

In the final semester of a degree program, the number of hours needed for graduation is considered to be full-time even if it is less than what is normally considered full-time. However, the student is required to submit an Authorization to Enroll Less Than Full-Time form, which requires the department to validate that the student is in his/her last semester and that the student is taking all available hours.

If a student is authorized for full-time Curricular Practical Training (CPT), the hours assigned to the class associated with the CPT is considered full-time even if it is less than what is normally considered to be full-time enrollment. Please note that participation in CPT is not a reason for an extension of time in F-1 student status; so, students should plan to complete their degree on-time.

If a student is authorized for part-time Curricular Practical Training (CPT), the normal full-time enrollment must be maintained. However, the number of hours assigned to the CPT course will count toward the total number of required credit hours of enrollment.

Academic Vacations:

Academic students are required to be enrolled full-time each fall and spring semester, and may choose not to enroll in classes or take classes part-time during summer breaks. However, if the student's first session of studies in their program is in summer, that student must be enrolled full-time for the summer (6-credit hours each summer session or 12-credit hours if enrolling full-summer).

English Language Institute students must be enrolled full-time for four consecutive sessions before taking a session off for vacation.



Capstone International Center
International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

**Authorization to
Enroll Less Than
Full-Time**

TO BE COMPLETED BY ACADEMIC ADVISER/CHAIR

NOTE: This form is required each semester that a student is not enrolled full-time and must be received by International Student & Scholar Services prior to the last day of registration of the semester that reduced course load authorization is being sought. International Student & Scholar Services must report the reason a student is not enrolled full-time to USCIS.

According to USCIS and University of Alabama standard, full-time enrollment is considered 12 credit hours per semester for undergraduate students and 9 credit hours per semester for a graduate student. However, if a graduate student is on a .50 assistantship, he/she need only be enrolled six credit hours to be considered full-time.

Name of Student: _____

CWID Number: _____ Level of Study: _____

Major Field(s) of Study: _____

UA Academic Department: _____

Adviser/Chair's Name: _____

Adviser/Chair's Title: _____

Adviser/Chair's Phone Number: _____ Email: _____

INSTRUCTIONS TO ACADEMIC ADVISER: Please complete the following approval and sign at the bottom.

This is to confirm that the above named student is a student in the Department of _____
expecting to complete a Bachelor's; Master's; Doctoral degree by _____.

In this Fall; Spring; Summer of (year) _____, he/she is enrolled for _____ credit hours.

The reason that the student is not enrolled full-time is because of one of the following reasons:

Student is his/her last semester in the program. The student only requires _____ credit hours to complete his/her degree program.

Student is completing his/her thesis or dissertation and has only research hours to complete his/her Program. The student will enroll in _____ credit hours, and this is considered full-time.

Note to Advisers: Graduate students must still meet the minimum enrollment requirements set by the Graduate School (generally 3 hours of research for doctoral students and 1 hour research for master's students).

PROHIBITION AGAINST ONLINE ONLY: If the student requires only one class to graduate, it cannot be taken as an on-line or distance learning class. USCIS requires that international students must be enrolled in at least one live, in-classroom course during his/her last semester.

Adviser/Chair's Signature: _____ Date: _____