

REQUIRED ENROLLMENT FOR F-1 INTERNATIONAL STUDENTS:

- During each **Fall and Spring** semester:
 - **ALL students:** Enroll in at least **12 credit hours**. All 12 must be in the classroom, NOT online.
 - **Undergraduate students:** Enroll in at least **12 credit hours**
 - At least 9 credit hours must be in the classroom, only 3 credit hours can be online
 - **Graduate students WITH a GRA/GA/GTA (must submit FTE form):** Enroll in at least **6 credit hours**
 - At least 3 credit hours must be in the classroom, only 3 credit hours can be online
 - **Graduate students WITHOUT a GRA/GA/GTA:** Enroll in at least **9 credit hours**
 - At least 6 credit hours must be in the classroom, only 3 credit hours can be online

Student Name: _____ (Last Name) _____ (First Name) UMKC Student ID: _____

Student Level: ALL Undergraduate Graduate Doctorate Term & year for this FTE: SPRING 2024

STUDENT SIGNATURE: _____ Date of Submission: _____

PLEASE SELECT ONLY ONE: Incomplete forms or those missing documentation cannot be processed

ACADEMIC DIFFICULTY (can only be used **ONCE** during **ENTIRE** degree program) - Student is in their **FIRST** semester of their program, has not been authorized for any of the 4 below reasons at any time in the past at the current academic level, and has difficulty with:

- -Reading requirements. MUST be in **AT LEAST 6** credit hours.
- -English language. MUST be in **AT LEAST 6** credit hours. Enrollment in some ESL coursework is expected with this selection.
- -American teaching methods. MUST be in **AT LEAST 6** credit hours.
- -Improper course level placement. MUST be in **AT LEAST 6** credit hours.

Student will graduate this semester:

- Student will complete all degree requirements and graduate at the end of the semester. Must be enrolled in at least 1 in-person credit hour. **Their immigration documents will be shortened to May 10, 2024. If student does not end up graduating, F-1 status may be affected.**

Student has a temporary illness or medical condition:

- Student is medically unable to enroll full-time this semester. Student must submit an official letter from a licensed U.S. medical doctor, doctor of osteopathy, or clinical psychologist/psychiatrist. Letter must recommend a reduced course load or a drop of all coursework as well as dates/length of the recommendation. **This reason can only be used for a total of 12 months over the course of student's entire degree program.**
 - If student will be in 0 credit hours, student **CANNOT** work on-campus and will **NOT** be enrolled automatically in health insurance
 - If student will be in 0 credit hours, student must submit **Leave of Absence Request Form** to Registration & Records
 - Student **MUST** notify ISAO if they intend to leave the U.S.

Student is enrolled at another college/university:

- Student is taking courses at another school but is in **AT LEAST 6** credit hours at UMKC.
 - **Total credit hours between the two schools MUST equal full-time enrollment.**
 - Student **MUST** submit ISAO's **Concurrent Enrollment Form** along with this form.

GRADUATE STUDENTS ONLY:

- -Student has GRA/GA/GTA. Must be enrolled in **AT LEAST 6** credit hours. **MUST submit signed copy of GRA/GA/GTA offer letter with this form.**
- -Doctoral student has completed ALL required coursework and comprehensive exams. Student is only working on thesis, dissertation, or clinical practice. Must be enrolled in **AT LEAST 1** credit hour. **(If student will defend and graduate this semester, use the graduation reason above.)**

ACADEMIC ADVISOR'S STATEMENT:

✓ *By signing below, I confirm that the above is true and correct. If requested, evidence could be provided to support the above selection.*

REQUIRED:

- Total number of credit hours student will be enrolled in for the ENTIRE semester: _____
- Number of credit hours that are ONLINE ONLY: _____

Academic Advisor's Name – Please Print

Academic Advisor's Signature

Advisors, please call 816-235-1113 or email isao@umkc.edu with any questions

Please submit form and supporting docs to ISAO using Pathway's Secure Document Uploader as "FTE Form"