

# FTE FORM for J-1 STUDENTS

## REQUIRED ENROLLMENT FOR J-1 STUDENTS:

- During a **FALL/SPRING** semester:
  - **ALI 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:** Enroll in at least 6 credit hours
  - **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
- During a **SUMMER** semester:
  - **Continuing/Returning** students (meaning it is not your first semester): 0 credit hours. Summer is not required
  - **NEW** UMKC students (if this is your first semester at UMKC):
    - **ALI students:** Enroll in at least 6 credit hours. All 6 must be in the classroom, NOT online.
    - **Undergraduate students:** Enroll in at least 6 credit hours, only 2 credit hours can be online
    - **Graduate students:** Enroll in at least 4 credit hours, only 1 credit hour can be online

Student Name: \_\_\_\_\_ (Last Name) (First Name) UMKC Student ID: \_\_\_\_\_

STUDENT'S LEVEL:  ALI  BA/BS  MA/MS  PhD TERM & YEAR FOR THIS FTE: \_\_\_\_\_

## **PLEASE CHECK ONE:** Incomplete forms or those missing documentation cannot be processed

Bona Fide Academic Reason:

- Student must **submit written statement from academic dean or advisor** recommending student to reduce his/her academic load to less than a full course of study. Must be due to verifiable academic reason.

Final Term: Student will graduate this semester:

- Student will complete all degree requirements and graduate at the end of the semester. **Their immigration documents will be shortened to the semester's END DATE. If student does NOT end up graduating, their J-1 status may be affected.**

Student has a temporary illness or medical condition:

- Student is medically unable to enroll full-time this semester. They will submit an official letter from licensed medical doctor. Letter must specify dates and explanation. 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
  - If student will be in 0 credit hours, student will not automatically be enrolled in health insurance
  - If student will be in 0 credit hours, student must submit **REQUEST FOR LEAVE OF ABSENCE FORM** for Registration & Records.
  - Student **MUST** notify ISAO if they intend to leave the U.S.

Student is in a Non-Degree program:

- This is confirmation that the above-stated student is in a non-degree program and is considered a full-time student in their prescribed course of study.

Academic Training:

- Upon request, the student can provide proof that he/she has applied for and been authorized for academic training. Student is aware of and is currently following academic training regulations.

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

REQUIRED: Number of credit hours student will be enrolled in for the ENTIRE semester: \_\_\_\_\_

- Of the above number, please indicate the number of credit hours that are **ONLINE ONLY** courses: \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor's Name – Please Print

\_\_\_\_\_  
Academic Advisor's Signature