

FTE FORM for F-1 STUDENTS

REQUIRED ENROLLMENT FOR F-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** students (meaning it is not your first semester in your program): 0 credit hours. Summer is not required
 - **NEW** UMKC students (if this is your first semester in your UMKC program):
 - **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: _____ UMKC Student ID: _____
(Last Name) (First Name)

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

ACADEMIC DIFFICULTY (can only be used **ONCE** during **ENTIRE** degree): Student is in their **FIRST** or **SECOND** semester at **UMKC**, has not been authorized for any of the 4 below reasons at a previous school or in the past at the current level, and has difficulty with:

- Reading requirements. **MUST** be in **AT LEAST 6** credit hours (*Academic Difficulty*)
- English language. **MUST** be in **AT LEAST 6** credit hours (*Academic Difficulty*)
- American teaching methods. **MUST** be in **AT LEAST 6** credit hours (*Academic Difficulty*)
- Improper course level placement. **MUST** be in **AT LEAST 6** credit hours (*Academic Difficulty*)

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 credit hour. **Their immigration documents will be shortened to the semester's END DATE. If student does NOT end up graduating, F-1 status may be affected.**
 - **If student only has ONE class left, per SEVP it must be in-person; it CANNOT be online.**

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 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 **Concurrent Enrollment Form** with this form

GRADUATE STUDENTS ONLY:

- Student has GRA/GA/GTA. Must be enrolled in **AT LEAST 6** credit hours. **MUST submit 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.
 - Not enough required courses are offered at UMKC this semester. Department acknowledges student has no other enrollment options. Must be enrolled in **AT LEAST 1** credit hour.
- ✓ **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

Advisors, if you have questions please call 816-235-1113. Please return form to ISAO: isao@umkc.edu