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
    - At least 6 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

- 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: _______________________________ 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

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 _______________________________

Advisors, if you have questions please call 816-235-1113. Please return form to ISAO: isao@umkc.edu or fax to 816-235-6502