

# 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 (maximum 3 hours online).
  - **Graduate/Doctoral** students **WITH** a GRA/GA/GTA: Enroll in at least 6 credit hours (maximum 3 hours online).
  - **Graduate/Doctoral** students **WITHOUT** a GRA/GA/GTA: Enroll in at least 9 credit hours (maximum 3 hours 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 (maximum 3 hours online).
    - **Graduate/Doctoral** students: Enroll in at least 5 credit hours (maximum 3 hours online).

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

STUDENT'S LEVEL:  ALI  Undergraduate  Graduate  Doctorate TERM & YEAR FOR THIS FTE: \_\_\_\_\_

## PLEASE SELECT ONLY 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.
- 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 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. Student must submit an official letter from a licensed medical doctor, doctor of osteopathy, or clinical psychiatrist. Letter must recommend a reduced course load or a drop of all coursework as well as dates/length of 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
- 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** 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 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.

## 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: \_\_\_\_\_
- Of the above total, number of credit hours that are in **ONLINE** courses: \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor's Name

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

**Advisors, please call 816-235-1113 with any questions**

Please submit form to ISAO using Pathway's Secure Document Uploader function