Maintaining Status:
Full-time Enrollment

Registration guidelines for F-1 MS/MBA Business students

Immigration regulations require F-1 students to pursue a full course of study, be continuously enrolled, and make normal progress towards the completion of their program.

- **At UMD, the full-time course load for graduate students is defined as <u>48 units per semester</u>**.
- **Specialty Masters Students** must register in at least **two courses (a minimum of 4 credits) during each academic term (A, B, C, D)** until graduation. The aggregate units between A-B and C-D must total at least 48 units. Skipping a term is not possible.
- Only 1 online/distance education course per semester may count toward full-time enrollment. AUDIT courses do not count toward full time enrollment since these do not generate credits (or units).
- F-1 regulations do not require students to be enrolled during official winter and summer school breaks.

Exceptions - when a reduced course load may be authorized

*International students may be able to obtain **advanced authorization** for part-time enrollment in these cases:*

1. Last term of studies before achieving required 30/36 credits
   Students who have less than a full course of study remaining in the last semester can apply for a reduced course load.

2. Extraordinary health reasons
   Students who are unable to enroll full-time because of an extraordinary health reason *may* qualify for a temporary reduced course load authorization with appropriate documentation from a doctor. Meet with an ISSS advisor to discuss this option.

3. Extraordinary academic reasons (in 1st term only)
   Meet with an ISSS advisor in advance to discuss if your situation qualifies as "extraordinary" and what documentation is required.

   <u>Remember</u>: If you seek to drop a class (or switch to audit), be careful it will not take you below the full-time enrollment requirement.

   In ALL cases, authorization for a **reduced** course load must be obtained from an ISSS advisor **BEFORE** withdrawing from a course. Visit <u>isss.umd.edu</u> or see an ISSS advisor for details.

   If you drop below full-time without first receiving part-time authorization, you risk losing your F-1 status. When in doubt, check with ISSS!

How to Calculate Units

Course Number	Number of units per credit hour
000 – 399	2
400 – 499	4
500 – 599	5
600 – 897	6
799	12
UMEI 005	6
UMEI 006	2
UMEI 007	4
UMEI 008	2
20-hour/week assistantship	24 units
10-hour/week assistantship	12 units

Maintaining F-1 Student Status

To maintain F-1 student status as a MS Business student, you must:

- Notify ISSS within 10 days of any change of address
  Update your information in your TESTUDO account. Your current US address should be in the "Local Address" field and a foreign address should be kept on file in the "Permanent Address" field.

- Maintain a valid <u>passport</u> and valid <u>I-20</u>
  Do not let your passport expire. Keep the I-20 valid with current major, current degree program level, and unexpired end date (see item #5 on the I-20).

- Attend the <u>school</u> you are authorized to attend
  You must attend the school that issued the I-20 that you presented at Customs at the border, or attend the school for which a SEVIS transfer was completed.

- Pursue a <u>full course</u> of study and make normal progress
  Make normal progress towards the completion of the course of study. At UMD,
  - MS Business students must be enrolled in at least **two courses (a minimum of 4 credits) during each academic term (A, B, C, D)** and courses between A-B and C-D must total at least 48 units.
  - If you are eligible for a reduced course load, obtain part-time enrollment authorization from ISSS BEFORE dropping below the full-time rate (see isss.umd.edu or meet with an ISSS advisor for questions).
  - End date of the I-20 must reflect the last term of required enrollment (Your I-20 end date must match end date of the term (A, B, C, or D) in which you complete 30/36 credits).
  - Maintain minimum GPA of 3.0 to be in good academic standing.

- Follow employment rules:
  - Employment during the regular academic year is limited to a total of 20 hours per week. You may work full-time during official school breaks, such as winter and summer breaks.
  - ON-campus positions do not require special authorization from ISSS.
  - OFF-campus work requires authorization – see isss.umd.edu for the types of off-campus employment that *may* be authorized. Off-campus work (including unpaid internships) must be in the area of your degree specialization to be authorized. You must obtain **employment** authorization *before* starting work.