

UNIVERSITY OF PITTSBURGH  
SCHOOL OF EDUCATION  
ACADEMIC POLICIES AND PROCEDURES

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**TITLE OF POLICY:**       **INTERNATIONAL STUDENT ENROLLMENT**

**DATE APPROVED:**       MARCH 2012

**POLICY:**

During the academic year, international students in F-1 or J-1 non-immigrant status must be enrolled full-time at the School of Education. The deadline for meeting the full-time registration requirement is the end of the **add/drop period**.

If you are not registered full-time by the deadline, your SEVIS record will be terminated and you will lose your F-1/J-1 status. There is no grace period to remain in the U.S. following status termination.

For most students, the academic year is fall and winter terms, while the summer terms are considered vacation time. The only time summer enrollment is required is if it is the first semester of your program (your 1-20/DS-2019 start date is in the summer) or you will finish all your degree requirements in the summer. The minimum full-time enrollment for international students is as follows:

Undergraduate Students	12 - Credit Hours
Graduate Students	9 - Credit Hours

Courses that you visit or audit do not count towards full-time enrollment.

*In some cases, International Students are allowed to drop below full time status, to find out more information, review OIS' website:*

<http://www.ois.pitt.edu/wp-content/uploads/ReducedCourseLoadRequest.pdf>

*and/or contact the OIS office at ois@pitt.edu*

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**PROCEDURE:**

When dropping below full-time enrollment, international students must complete the form below and submit it to the Office of International Services (OIS) with the appropriate supporting documentation so that a qualified staff member can review and approve the form **prior to** dropping below full-time enrollment. *Failure to receive approval from OIS before dropping below full-time may jeopardize your legal status in the U.S.*

POLICY NO. #