

# INTERNATIONAL STUDENTS

## International Student Section for Catalog

International Student Services (ISS) provides immigration advising and cultural adjustment services to F-1 and J-1 visa holders.

## International Student Services:

International students must be enrolled full time every fall and spring semester (MBA students must contact their Graduate Program Specialist regarding summer enrollment compliance). Undergraduate students must take a minimum of 12 credit hours per semester to be considered full-time status. Graduate students must take a minimum of 6 credit hours per semester to be considered full-time status (at least one course must be taken the first 8 weeks and one course the second 8 weeks). Only one designated online class may be taken each semester.

International students are not allowed to drop below full-time status unless the students receive permission and a signature from a Designated School Official. Please schedule an appointment at International Student Services for more information.

## Maintaining the F-1 visa status

Undergraduate international students with an F-1 visa status must maintain a full-time academic load (minimum of 12 credits) each fall and spring semester according to federal immigration regulations. They must be enrolled in a degree seeking program to maintain status.

F-1 students can only enroll in one 3-credit online course toward their minimum credit hours during each fall and spring semester.

F-1 students are not required to maintain a full-time academic load in their final semester. If only one course is needed to complete the program of study, the course cannot be taken online.

F-1 and J-1 visa holders must contact ISS for approval and assistance with a social security card, work authorization, transfer outs, reduced course loads, early withdrawals, etc. International students must receive approval before withdrawing from courses during a semester for any reason. International students should only receive immigration advice from a Designated School Official and/or Alternate Responsible Officer.

## F-2 Visa holders

F-2 visa holders can engage in study at an SEVP-certified school in the United States as long as they are enrolled in less than a full course of study.

## Employment

F-1 visa holders are allowed to work on campus for a maximum of 20 hours per week while school is in session. Only during CUC approved holidays can international students work full time on campus. F-1 International students are not allowed to work off campus without prior authorization. For information on Curricular Practical Training (CPT) and Optional Practical Training (OPT), please schedule an appointment with ISS. For more information regarding employment benefits, please also refer to Study in the States: <https://studyinthestates.dhs.gov/students/work/working-in-the-united-states> (<https://studyinthestates.dhs.gov/students/work/working-in-the-united-states/>)

F-2 visa holders are not allowed to work on or off campus.

## Health Insurance:

F-1 and J-1 International students must be enrolled in CUC's health insurance plan during their program of study.

Contact International Student Services with any questions by emailing [iss@cuchicago.edu](mailto:iss@cuchicago.edu)

## Early Authorized Withdrawal Policy (for F-1 International Students)

F-1 undergraduate international students must be enrolled full time (12 credit hours or more) for the fall and spring semester. Only one class per semester may be taken online. During the summer semester, F-1 undergraduate students may stay in the United States and have the option of taking classes or taking the summer off from classes.

If a student chooses not to enroll full time during the fall or spring semester, they will need to speak with International Student Services (ISS) to request an Early Authorized Withdrawal (EAW) and complete the university Leave of Absence ([https://webserv.cuchicago.edu/files/forms-repository/students/undergraduate-students/Withdrawal\\_LeaveofAbsenceUG.pdf](https://webserv.cuchicago.edu/files/forms-repository/students/undergraduate-students/Withdrawal_LeaveofAbsenceUG.pdf)) form. The EAW will allow and require an F-1 international student to leave the country when not enrolled in classes full time during the fall and spring semester.

An international student's SEVIS record will be terminated when requesting an EAW. If the student returns within 5 months (150 days from the day their SEVIS record was terminated in SEVIS), their SEVIS record will be re-activated at the request of the student. Before the student reaches out to ISS, they need to contact the Office of the Dean of Students at [dos@cuchicago.edu](mailto:dos@cuchicago.edu), to reactivate their attendance and enroll in classes. Then the student must contact ISS 30 days before their desired return, show proof of enrollment for the term they are seeking to return for, and have no financial balance with the university. A Designated School Official (DSO) will request a Corrections Request on the SEVIS system. Once it has been approved, the student will be able to return to the United States under the same SEVIS record and I-20, no earlier than 30 days before the semester start date.

If a student does not return within 5 months (150 days after their SEVIS record has been terminated), the record will stay terminated. If the student would like to return after 5 months have passed and resume their studies, they will first need to contact the Dean of Students Office at [dos@cuchicago.edu](mailto:dos@cuchicago.edu) to apply for readmission and register for classes. Then the student should contact ISS to request a new SEVIS record and I-20. To receive the I-20, the student will need to provide ISS with the requested required documentation. For more information on what documentation will be required, please email ISS at [iss@cuchicago.edu](mailto:iss@cuchicago.edu).

If a student is planning on leaving the United States and will miss more than two weeks (fourteen days) of classes throughout the semester, the student must request permission from their faculty and ISS. Missing more than two weeks and leaving the United States will require a student to apply for Early Authorized Withdrawal.

For any questions related to an Early Authorized Withdrawal (EAW), please contact [iss@cuchicago.edu](mailto:iss@cuchicago.edu). For questions related to the university Leave of Absence or Withdrawal processes, contact your academic advisor or view the university catalog.

## **Early Authorized Withdrawal Policy (for J-1 International Students)**

Undergraduate or Graduate students on a J-1 visa seeking a leave of any kind must contact the DSO for specific instructions. Please email us at [iss@cuchicago.edu](mailto:iss@cuchicago.edu).