

If an F-1 Visa student comes to you with one of the following **academic-related** questions or concerns:

	What you do	What the student does	What ISSS does	Important notes
"I want to change my major."	Follow procedure for major change. Remind student to check with sponsor, if applicable	Notifies ISSS of change within 10 days	Updates student's SEVIS record and I-20	Sponsored students may have restrictions on majors. It is the student's responsibility to be aware of this
"I want to drop a class."	Check to make sure the student will still be full-time. If not, and dropping the course is for an academic reason, complete Reduced Course Load Request*, if appropriate	Completes Reduced Course Load Request*, if seeking to drop below full-time	1. Reviews all requests and approves if student qualifies 2. Changes SEVIS record	1. F-1 students must be registered full-time. Full time status is 12 credits for undergraduates, 8 credits for graduates 2. Requests will only be approved if student meets all criteria
"I want to take a class online."	Make sure undergraduate students have 9 credits of face-to-face class, and graduate students have 5. Remind student to check with sponsor, if applicable	Registers for class, if eligible	Answers questions as needed	F-1 students may only count 1 online or distance education course (or 3 credits) for full-time enrollment
"I am not going to graduate on time."	1. Read the Program Extension Guide* 2. Complete Program Extension Request,* if appropriate	1. Reads the Program Extension Guide* 2. Completes Program Extension Request 3. Meets with ISSS 4. Shows additional finances	Processes extension and updates student record	There may be instances where ISSS cannot approve Program Extension Request. Final discretion rests with ISSS
"I want to take a leave of absence."/ "I want to withdraw."	Read the Leave of Absence/Withdrawal Guide*	2. Reads LOA/Withdrawal Guide and completes Request 3. Meets with ISSS	Terminates SEVIS record when student leaves country	Students will need to drop any courses in which they are enrolled. If done after the Add/Drop Period, students may be responsible for charges

If an F-1 Visa student comes to you with one of the following **employment- or internship- related** questions or concerns:

	What you do	What the student does	What ISSS does	Important notes
"I want to work off-campus."	Students are not permitted to work off-campus except for Curricular Practical Training (CPT) or Optional Practical Training (OPT)			
"I want to work on campus."	Refer student to Career Services	1. Secures job offer 2. If no Social Security Number, has employer fill out Social Security Employment Verification Form 3. Meets with ISSS - bring passport and I-20	Provides additional instructions during meeting with student	F-1 students may only work 20 hours /week when they are enrolled in classes, and 40 hours /week when they are not (max 28 hours/week per KSU policy)
"I want to do an internship/CPT."	1. Review CPT Guide* 2. Determine if student qualifies (student's major requires an internship, or they will be registered in an internship/ independent study) 3. Review student's electronic submission of CPT Request* via your email (If registering for course, CRN number must be included on request form)	1. Reads CPT Guide* 2. Completes CPT Request*, if qualified 3. Secures employment offer 4. Meets with ISSS	1. Updates SEVIS record 2. Issues new I-20 with CPT authorization	Students must abide by all rules regarding full-time enrollment while completing CPT. Full time CPT can be considered full-time enrollment; consult ISSS
"I want to work after I graduate." (OPT)	1. Review OPT Guide* 2. Review student's electronic submission of OPT Request* via your email	1. Reads OPT Guide* 2. Completes OPT Request* 3. Gathers required documents (i.e.: Form I-765) 4. Meets with ISSS	1. Processes request 2. Adds work authorization to SEVIS record	Undergraduates must apply for OPT within 90 days before and 60 days after graduation. Graduates can apply before or during thesis/dissertation work

* Indicates that a link to the relevant PDF Guide can be found in the ISSS Forms Library: <http://www.kent.edu/iss/forms>.
Prior to requesting an appointment, F-1 students should review relevant informational guides in the Forms Library.



ISSS Walk-In Advising Schedule

Monday: 9am - 11:30am
Tuesday: 1pm - 4pm
Wednesday: 9am - 11:30am
Thursday: 1pm - 4pm
Friday: 9am - 11:30am