Directions for ISSS Online Request Forms:

- Visit the ISSS webpage related to your request to access the form or access all available ISSS Forms on the forms dashboard.

- If you are logged in to Office 365 the form will open directly. If you are not logged in, you will need to use your StarID and password to access the forms. Directions on logging into Office 365

- Consult with the Center for International Studies and your academic advisor as needed to ensure you have all information necessary to accurately complete your request online. Refer to the appropriate ISSS webpages for additional information related to your request

- Please contact the Center for International Studies for additional assistance by emailing international@stcloudstate.edu. For specific questions regarding your submitted requests, please e-mail isss@stcloustate.edu.

Once a form is completed and submitted, allow time for your academic advisor and ISSS to review your request. You may log back into this system as needed to check the status of your form(s) in the My Outstanding Requests block in the upper left corner. If a form is sent back to you for additional information or corrections, you will receive an e-mail, or you may log back into the system to view it on your "Task List". Once the form reaches an international student advisor (DSO), allow an estimated 5-7 business days for processing. Processing times may be longer during peak times of the semester. An email notifying you of the decision will be sent to your St. Cloud State email, any new I-20s issued will be attached. This form and any attached documents will be archived in your student record. Completed forms will show in the "My Submitted Forms" block.

Process Overview:

1. This form may be used to submit a Full-Time Equivalency request for the following reasons:
   - Authorized participation in full-time Curricular Practical Training (CPT)
     - You may use this option if you have not included an FTE request with your online CPT request form. Your full-time CPT request (21+ hours/week) must be approved or pending for the same semester.
     - You must be enrolled in the related CPT course for at least 1 credit.
   - Concurrent Enrollment
     - You must be enrolled in courses at St. Cloud State and the secondary institution. SCSU registration must be less than full-time requirements. Majority of the credits (over half) must be at St. Cloud State University.
     - You must upload official proof of course registration at the second institution within the form.
   - Masters/Doctoral students working on a culminating project/dissertation/starred paper/thesis/capstone
     - The student must be registered for the related course(s).
2. Once the form is submitted, the review process will begin. For Full-Time Equivalency (FTE), this includes review and recommendations by the following people/groups before the final

review and approval by an international student advisor (DSO). An e-mail update is sent to the student at each stage of review.

- o Academic advisor selected in the form
- o International Student & Scholar Services (ISSS) reviewers (options 1-2)

3. If a reviewer indicates that the form requires further discussion, information, or correction, the form is sent back to the student to make the necessary changes and re-submit the current request form. The student will be notified by e-mail. A new form should not be submitted. After re-submission, the request will return to the reviewer who required the correction.

4. Once all of the recommendations are complete, the request will go to an International Student Advisor (DSO) for final review and approval. Once a final decision is made by an International Student Advisor (DSO), the student will receive an e-mail regarding the final decision.

5. If you would like to cancel your request, you may do so up until your form is submitted to an International Student Advisor (DSO) for final review & approval. You may cancel by opening your request form. Scroll to the bottom of the form, click cancel request, then confirm your cancellation. If you would like to cancel request while it is at the International Student Advisor (DSO) step, please e-mail isss@stcloudstate.edu. Include your student ID#, request type (FTE), and any other details you'd like to include.

Step-by-Step Instructions to Request Full-Time Equivalency (FTE):

STEP 1 – Access the Request Form

Visit our webpage for Full-Time Equivalency (FTE). Review the information, eligibility requirements, and request details. We highly recommend discussing your plan to under-enroll with your academic advisor and registering for the related course(s) before you begin the request process. You must meet the minimum enrollment requirements for your FTE option.

You may access the request form on the FTE webpage or visit forms.stcloudstate.edu. The form will be under "Forms I can Submit" on the top right.

Note: To access the form, you will need to log-in with your SCSU E-mail Login (starID@go.minnstate.edu) & StarID Password.

STEP 2 – Review Your Information

The form window will open, and you may begin to complete the request form. Review your information in the top section of the form to make sure it is correct.

First Name:	Middle Name:	Last Name:

Star ID:	Tech ID:	SEVIS ID:

Local Address:	Permanent Address:

City:	State:	Zip/Postal Code:

City:	State:	Postal Code:	Country:

Email Address (SCSU):	Email Address (personal):

Phone Number (cell):	Phone Number (local):

Degree Level:	Major/Program:

Changes to address or phone numbers above need to be made through e-Services within 10 days of the change.

Data within this section is automatically populated from the student record system. If your information is incorrect, please close the form and update your information accordingly. You may then re-open the form and continue with your request.

Changes to address or phone numbers need to be made through e-Services within 10 days of the change.

STEP 3 – Semester & Academic Information

Full-Time Equivalency (FTE) Authorization

You may use this form to submit a request for Full-Time Equivalency (FTE). This is a type of authorization that allows a student to be enrolled in less than full-time credits but to be considered full-time to maintain their student status, in certain qualifying circumstances. **Please select the appropriate reason you are requesting full-time equivalency and complete the form.**

For more information and eligibility requirements, please visit our Full-Time Equivalency webpage. Also, Enrollment Requirements provides information regarding full-time enrollment requirements for F-1/J-1 international students. Note: If you intend to graduate in the same term of this request, and under enroll, you must complete the Reduced Course Load (RCL) form instead. Do not submit an FTE request.

For what semester are you submitting this request?

[select term] ▼

Expected Term of Graduation

[select term] ▼

Academic Program

Please select the academic program specific to this request.

[select program] ▼

Academic Advisor

Please select the academic advisor specific to this request.

[select advisor] ▼

INTERNAL ONLY:
Academic Advisor ID:

starid@minnstate.edu

Select the following information related to this FTE request:

- Semester for which you are submitting the request
- Expected term of graduation – If your expected graduation term is the same as the above, you must complete a Reduced Course Load (RCL) request for course completion, instead of an FTE request.

- Academic program
- Academic advisor
  - The academic advisor's e-mail will automatically populate.

Course(s) you intend to drop/withdraw

Please select the courses you intend to drop/withdraw from your course registration. You must be enrolled in the minimum required credits for your FTE request below.

Note: If approved, an international student advisor (DSO) will assist you with dropping the courses listed before the withdrawal deadline. If you are withdrawing from a course after the withdrawal deadline, you must review and complete any Registration Petition documents as required by the Office of Records and Registration.
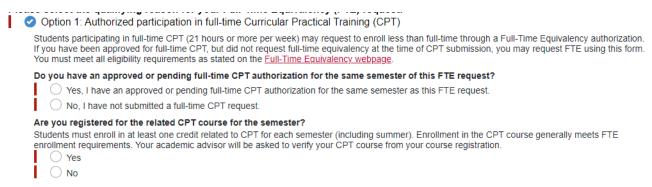
☐ None - no change to current course schedule

If you are registered for courses in the requested term, your course registration will appear. If you intend to drop/withdraw any of the courses, please select those you intend to drop/withdraw from the list. If you do not wish to drop/withdraw from any courses, select "None – no change to current course schedule". You must meet minimum enrollment requirements for your FTE request type.

STEP 4 – Select the Qualifying Reason for Your FTE Request

Read and follow the instructions to complete the details required for your FTE request. You may only select one option.

Option 1: Authorized participation in full-time Curricular Practical Training (CPT)

🔵 Option 1: Authorized participation in full-time Curricular Practical Training (CPT)

Students participating in full-time CPT (21 hours or more per week) may request to enroll less than full-time through a Full-Time Equivalency authorization. If you have been approved for full-time CPT, but did not request full-time equivalency at the time of CPT submission, you may request FTE using this form. You must meet all eligibility requirements as stated on the Full-Time Equivalency webpage.

Do you have an approved or pending full-time CPT authorization for the same semester of this FTE request?

○ Yes, I have an approved or pending full-time CPT authorization for the same semester as this FTE request.

○ No, I have not submitted a full-time CPT request.

Are you registered for the related CPT course for the semester?

Students must enroll in at least one credit related to CPT for each semester (including summer). Enrollment in the CPT course generally meets FTE enrollment requirements. Your academic advisor will be asked to verify your CPT course from your course registration.

○ Yes

○ No

Select option 1 if you have an approved or pending full-time CPT authorization for the requested semester, wish to under-enroll, but did not include an FTE in your original request to be approved by your academic advisor. If you have already completed an online full-time CPT request, and included the FTE option, you do not need to submit this additional FTE form.

You must be enrolled in the related CPT course for at least 1 credit.

- Do you have an approved or pending full-time CPT authorization for the same semester of this FTE request?
  - Select "yes" if you have a full-time CPT request approved or pending without an FTE already included.
  - Select "no" if you have not submitted a full-time CPT request. You will receive a warning message with a link to complete the online CPT request form, where you will be able to include a request for FTE.
- Are you registered for the related academic course for CPT?
  - Select "Yes" if you have registered. Your academic advisor will verify the course from your course registration details.

o Select "No" if you have not registered. You will receive a warning message to speak with your academic advisor to identify the required course and register. You may still submit your request to your advisor. However, your academic advisor cannot move the request forward to ISSS review until you are registered. Your advisor will have the option to send the request back to you for further discussion or correction. Once registered, update your answer to "Yes" and submit the request again.

Option 2: Concurrent Enrollment

Select option 2 for Concurrent Enrollment if you will be enrolled in less than full-time courses at St. Cloud State, but combined enrollment at a secondary SEVP-certified school will meet full-time enrollment requirements. This type of FTE is only needed if your course registration at St. Cloud State University will be below full-time. The majority of credits (over half) must be taken at St. Cloud State.

Complete the following fields:

- Name of other secondary institution where you will register for courses:
- Secondary institution SEVIS school code
- Semester term for enrollment at secondary institution (automatically filled based on term of request)
- Semester start date for the courses at the secondary institution
- Semester end date for the courses at the secondary institution
- Please list the courses to be taken at the secondary institution (select "Add Course +" to add more)
  - o Course Title
  - o Course Number
  - o Number of Credits

      ○   Course Delivery

Proof of Registration at Secondary School:

[Upload Registration Proof]

☐ I confirm that I will remain enrolled full-time according to combined total credits and that the majority of credits will be at St. Cloud State University.

Upload your proof of registration for the mentioned courses at the secondary institution. This can be a copy of your unofficial transcripts or course schedule.

Complete the checkbox for the concurrent enrollment statement.

<u>Option 3: Master/Doctoral students working on a culminating project/dissertation/starred paper/thesis/capstone</u>

✓ Option 3: Master/Doctoral students working on a culminating project/dissertation/starred paper/thesis/capstone

Masters or Doctoral students who are required to participate in a culminating project/dissertation/starred paper/capstone in order to complete their degree requirements may request a full-time equivalency. Students must meet all eligibility requirements as stated on the <u>Full-Time Equivalency webpage</u>.

Are you registered for the course related to your culminating project/dissertation/starred paper/thesis/capstone?

✓ Yes

○ No

Select option 3 if you are a master or doctoral student that must under-enroll to complete coursework for degree requirements and you are working on your culminating project/dissertation/starred paper/thesis. You must be enrolled in at least one credit related to your final project/degree requirement.

Option 3 is not visible to students who are not graduate or doctoral degree level.

STEP 5 – Comments or Additional Information

Comments or Additional Information

If needed/desired, please provide any additional information pertaining to this request.

[   ]

Add any comments or additional information in this space that you would like to provide to those reviewing or processing your request. This includes academic advisor, ISSS review, or an international student advisor (DSO).

STEP 6 – Student Acknowledgement

Student Acknowledgment

☐ I hereby understand that I must receive prior authorization for full-time equivalency and that it must be relevant to the current academic term.

☐ I confirm that my personal contact information, including email, local & permanent address, and phone number above is correct. If not, this must be updated in e-Services prior to completing this form.

☐ I certify that the information provided in this request is complete and true, to the best of my knowledge.

Read the acknowledgement statements and complete the checkboxes.

STEP 7 – Submit the Form

After submitting this request, please allow time for your academic advisor to review your request. Once the form reaches the Center for International Studies, please allow an estimated 5-7 business days for your request to be processed. Processing time may be longer during peak times. An email notifying you of the decision will be sent to your St. Cloud State e-mail. This form will be archived in your student record and you can log back in to this system as needed to view the status of your request.

Please contact the Center for International Studes for additional assistance at: international@stcloudstate.edu.

[✓ Submit]   [✗ Cancel Changes]

Click "Submit" to complete your form. This will start the review process. Upon submission, you will see a confirmation message on the screen. You will receive a confirmation e-mail to your St. Cloud State University e-mail address confirming your submission with additional information to guide you through the review and approval process. You will continue to receive e-mails as we update the status of your request.

Congratulations! You've completed your request.

If you need general assistance, please reach out to our office by e-mail at international@stcloudstate.edu or call 320-308-4287.

For specific questions/concerns once your request is submitted, please reach out to International Student & Scholar Services by e-mail at isss@stcloudstate.edu.