



Online Course Enrollment Request Form

International students are required to be enrolled in a full course load each Fall and Spring Semester as follows: **12 hours for Undergraduates, 9 hours for Graduate students, and 6 hours for Doctoral students.**

Online enrollment is limited to only 3 credit hours a semester counting toward fulltime immigration requirement for the Fall and Spring academic term. (Summer online enrollment is not limited unless the Summer term is your first or last semester at UIW) **Enrollment in an online course must be verified by your academic advisor and then approved by our office before you are authorized to enroll. Approvals will be sent to your UIW email address and UIW Registrar's Office, DO NOT ENROLL IN ANY ONLINE COURSES UNTIL YOU RECEIVE EMAIL APPROVAL.**

To be completed by Student:

- Update any change in your local address or phone number in Banner Web.
- Clear all holds from your student account, your request will not be processed if you have a hold.
- Complete the top part of this form and submit it to your academic advisor
- Your academic advisor must complete the bottom of this form OR email intl@uiwtx.edu
- Turn the completed form to the ICC Room 200. (Attach print out of email from your advisor if applicable)

Student ID# _____ **Name** _____ **Phone** _____

I request permission to enroll in _____ hours of online course for the _____ semester and will be enrolled in a total of _____ hours for the semester.

I understand that my online enrollment must be a degree requirement to count toward the minimum enrollment requirements for the purpose of maintaining my immigration status.

I understand that my online enrollment permission is granted for only for the semester indicated above.

Student signature _____ **Date** _____

To be completed by Academic Advisor or Department Head ONLY:

The student above wishes enroll in _____ hours of online course for the _____ semester and will be enrolled in a total of _____ hours for the semester.

I certify the online course is a degree requirement and will count toward the completion of the student's degree.

I certify the online course is part of a degree plan and enrollment in the course will not cause delay in graduation.

UIW Academic Advisor Printed Name **UIW Academic Advisor Signature** **Date**

NOTE: The student should not attempt to enroll in an online course until approved by ISSS office through UIW email.

ISSS Office Use Only: Hrs Currently Enrolled _____ Hrs Enrolled Next Term _____ Maintained Full-Time Status: Y/N
 Business hold: Y/N UIW ISSS Advisor Name _____ Signature _____ Date _____