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## ADULT CREDIT PROGRAMS/LIFELONG EDUCATION/ DISTANCE EDUCATION FOR INTERNATIONALS AT NC STATE

Foreign nationals seeking to register for or enroll in courses at NC State University through the Adult Credit Program, Lifelong Education Program, Distance Education Program, or Engineering Online Program must receive clearance each semester from the Office of International Scholar and Student Services (OISSS) before they are eligible to enroll in classes. (This policy does not apply to individuals who are Permanent Residents of the US and who have a valid Green Card.) Recent immigration regulations have placed enrollment restrictions on particular visa types and business practices developed to facilitate the transition between degree-seeking and non-degree seeking international students have led to the necessity of this form. For example, visitors on certain visas are not permitted to enroll in courses and those on a student visa (F-1 or J-1) are limited to one (3 credit) DE or on-line course per semester. For additional information, please visit our website: <http://www.ncsu.edu/oiss/admissions/index.htm> or make an appointment to see an OISSS advisor.

This form should be completed and returned to the Office of International Scholar and Student Services directly via fax, e-mail (as a .pdf or .jpg attachment), regular mail, or in person before enrolling each semester. Please wait a few days after submitting this form before contacting Adult Credit Programs/Lifelong Education/Distance Education/ Engineering Online to see if they have received clearance from OISSS.

In addition to submitting your application to the above program(s), applicants in the U.S. will also need to submit this form directly to OISSS for every semester that you intend to enroll in classes at NC State. Along with this form, you must submit and attach copies of the following:

- Identification page(s) of your passport, showing passport number, expiration date, and personal information
- US Visa Stamp (in passport)
- I-94 card or most recent approval notice (I-797) from the Immigration and Naturalization Service (INS)
- Valid Employment Authorization Card (if applicable)
- If you are in dependent status, please also submit a copy of your spouse's or parent's immigration documents

### Additional Notes:

- If you are an F-1 or J-1 student at another U.S. institution, please obtain signatures from both your academic advisor and international student advisor authorizing concurrent enrollment for each semester
- If you are an F-1 or J-1 degree seeking student at NC State and enroll in more than one course or 3 credits through an on-line program or DE course section, your nonimmigrant status will be terminated in SEVIS as required by regulation
- If you are an overseas student – applying to or enrolled in a degree program through distance education and NOT in the U.S. – you must contact and receive clearance from OISSS before entering the U.S. to avoid any immigration difficulty
- If you change, abandon, extend, or violate your nonimmigrant status please contact an OISSS advisor for assistance.

*This form is used for certain enrollment purposes only. No employment authorization or admission to a degree program is implied. This form should be resubmitted for each semester of enrollment or when there is a change in visa type. See reverse.*

**ADULT CREDIT PROGRAMS/LIFELONG EDUCATION/  
DISTANCE EDUCATION CLEARANCE FORM FOR INTERNATIONALS**  
*(TO BE COMPLETED BY APPLICANT – Please type or print neatly)*

APPLICANT'S NAME: \_\_\_\_\_  
(LAST/FAMILY NAME) (FIRST NAME)

ID#: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

CITY OF BIRTH: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

COUNTRY OF PERMANENT RESIDENCE:\* \_\_\_\_\_

(\*This is not the United States unless you are a Permanent Resident or US Citizen.)

CURRENT ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CURRENT NONIMMIGRANT STATUS: \_\_\_\_\_  
*(Permanent Residents should not complete this form - indicate your lawful permanent resident status on your primary application.)*

SEMESTER OF INTENDED ENROLLMENT: \_\_\_\_\_

INTENDED NUMBER OF COURSE CREDITS: \_\_\_\_\_

\*CURRICULUM/LEVEL IF DEGREE STUDENT: \_\_\_\_\_

\*\*SCHOOL IF DEGREE STUDENT AT ANOTHER SCHOOL: \_\_\_\_\_

- PURPOSE FOR REGISTRATION:
- Recreational/Vocational/Personal Interest
  - Take Prerequisite Courses for Future Application / Admission
  - Professional or Advanced Training
  - Fulfillment of Degree Requirements (Degree Candidate)
  - Summer or Short Course Program
  - Overseas Degree Student (not in the U.S.)
  - Other: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*DGP or Academic Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Required Only for F-1 or J-1 Students; MAXIMUM 3 Credits per semester)  
Chair of Thesis/Dissertation Committee signature if applicable: \_\_\_\_\_

\*\*DSO – Int'l Student Advisor's Approval: \_\_\_\_\_ Date \_\_\_\_\_  
(Required Only for F-1 or J-1 Students at another institution; MAXIMUM 3 Credits per semester)

<i>FOR OISSS OFFICE USE ONLY</i>	
OISSS ADVISOR	
VISA TYPE	
ID NUMBER	
EXPIRATION DATE (Period of authorized stay in the US)	
OTHER (e.g. concurrent enrollment)	
	DATE RECEIVED BY OISSS
	DATE APPROVAL ACP/SS or EOL

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