

Office of International Affairs:

International Admissions and Recruitment

- Responsible for processing all undergraduate and graduate applications from international students. They also coordinate with the individual colleges to facilitate the admission of all international students seeking admission at the graduate level.

International Student and Scholar Services

- Responsible for all immigration issues prior to arrival and after enrollment. Also responsible for all student activities and services after the student arrives on campus. For example, orientation, employment, and SEVIS compliance for all international students and scholars.

A. Course registration

1. Undergraduate
 - a. 12 total credit hours
 - b. 9 credit hours must be on campus- building and room must be assigned to the course
2. Graduate (no assistantship)
 - a. 9 total credit hours
 - b. 6 hours must be on campus
3. Graduate (with Assistantship)
 - a. 6 credit hours
 - b. 3-4 on campus
4. Program extensions
 - a. Requires a request from the student
 - b. Verification email from the academic advisor
5. Reduced Course Load
 - a. Language difficulties
 1. Only available the first semester
 2. Only one time allowance
 - b. Medical reasons
 1. Requires a medical letter from physician
 2. Possible to have repeated semesters
 3. Limit one year at an academic level
 - c. Last semester
 1. Must have completed all requirements
 2. Must have filed intent to graduate
 3. Requires verification from academic advisors
6. Employment
 - a. Optional Practical Training (OPT)
 1. Pre or post completion

2. Adjudicated by USCIS
 3. Approved by International Affairs
 4. Directly related to the student's major
 5. Not able to work until EAD card in possession
 6. 24-month extension with some STEM majors
- b. Curricular Practical training (CPT)
 1. Prior to graduation
 2. Must have position before applying for CPT
 3. Advisor must approve of the position
 4. Student must be enrolled in a course
 5. Must be an integral part of the academic program
 6. Not able to work until CPT I-20 is issued
 - c. On campus employment
 1. No more than 20 hours per week
 2. Full time only during semester breaks
 3. Student must find the position
7. End of Program/Separation
 - a. Graduation
 1. Student must do one of four things:
 2. Go Home
 3. Apply for OPT
 4. Transfer to a different school
 5. Change degree levels
 - b. Suspension
 1. Student must return to his/her home country
 2. I-20 will be terminated
 3. Requires new application when returning to MTSU
 4. Requires new I-20 to re-enter the U.S.
 - c. Break in studies
 1. Student must return to his/her home country
 2. I-20 will be terminated
 3. Requires new application when returning to MTSU
 4. Requires new I-20 to re-enter the U.S.

If you have any questions about anything on Presentation or this information sheet, please do not hesitate to contact our office.

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