

TENNESSEE STATE UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Policy No. 4.06.03

ON-LINE COURSE APPROVAL FOR INTERNATIONAL STUDENTS (F-1 VISA HOLDERS)

PURPOSE

The purpose of this policy is to set forth processes and procedures for international students to request on-line course approval. U.S. federal immigration regulations prohibit international students from taking more than one on-line course or 3 credit hours per semester that counts toward the full course of study requirement. Saudi Arabian students receiving a scholarship from the Saudi Arabian Cultural Mission (SACM) are prohibited from registering for on-line courses without prior approval.

POLICY

To ensure that international students comply with federal immigration regulations, an on-line course registration restriction has been placed on international students' accounts that prevents the registration of on-line courses without approval from the Office of International Affairs (OIA). This policy applies to any international student who is attending TSU on an F-1 student visa needing to register for an on-line course to meet degree completion requirements.

PROCEDURE

1. International Student On-line Course Approval Form
 - A. Student completes Section I of the form that can be found on OIA's website
 - B. Student emails form to academic advisor
 - C. Academic Advisor completes Section II of form and emails form to ويا@tnstate.edu
 - D. OIA staff completes Section III of Form (Only for SACM Scholars)
 - a. OIA sends completed form to SACM for approval and copies the student
 - b. SACM will send financial guarantee to OIA and the student for specified course if approved

2. OIA sends request for student to be registered for approved course to appropriate department
 - A. Registration request is submitted to the Records Office for courses taught directly by TSU (section 98 courses)
 - B. Registration request is submitted to the Center for Extended Education for Regents courses
3. Student is enrolled in the requested course by appropriate department

REFERENCE

U.S. Department of Homeland Security
Federal Register 8 CFR 214.2(f)(6)(i)(G)
[8 CFR 214.2\(f\)\(6\)\(G\)](#)

Updated 7/2020