



International Students, Welcome to Valpo (or Welcome Back)!

We in the Office of International Programs (OIP) are thrilled to welcome around 40 new students to Valpo this semester (many of them pictured above at orientation on Jan 6), and we are always happy to see the continuing students back on campus as well!

First, please note that the OIP walk-in/pick-up hours for the Spring 2023 semester will be **9am-4:00pm, Monday through Friday**.

And remember, if you need to meet with an OIP advisor, it's best to make an appointment beforehand to ensure that the person you need to talk to will be available when you come.

Please take note of the important points below about maintaining your legal F-1/J-1 immigration status.

Full-time Enrollment

As an international student in F-1 or J-1 status, you must register for a full-time load of credit hours each Spring (and Fall) semester to maintain your legal F-1 or J-1 status.

- At least **12 credits** for undergraduate (bachelors) students
- At least **9 credits** for graduate (masters/doctorate) students

IMPORTANT: Please note that you must also **complete** a full time load. For example, if you are a bachelors student, even if you start the semester with 12 credits, you are not allowed to then drop to 10 before the end of the semester.

Online/On-campus Class Rules for Spring 2023

For the Spring 2023 semester, **only one online or distance learning course may be counted toward full time enrollment** for students in **F-1 status**. For students in **J-1 status** **all minimum credit hours** (12 for undergrad or 9 for grad) must be in-person.

- If an F-1 bachelors student is taking the minimum of 12 credits, only 1 class out of those 12 credits is allowed to be online.
- For graduate students, only 1 class out of the minimum 9 credits can be online.
- Beyond the minimum required credits, extra classes are allowed to be online

IMPORTANT: Please [see this page on our website](#) or [contact an OIP advisor](#) if you have any questions about whether or not a particular class is considered to be online/on-campus. Some classes listed as "hybrid" are considered to be on-campus or online, depending on various factors about the class, so make sure you clarify which it is.

If you are a sponsored or exchange student, your sponsor or home university may have extra regulations about whether or not you are allowed to take online classes, so be sure to also follow those policies.

Reduced Course Load E-form if in Final Term

If you are in your final term (you will complete **ALL** required credits for your degree by May 2023), you may take only what remains for your degree in the Spring 2023 semester, even if it is less than 9 or 12 credits. However, **you must fill out the "Reduced Course Load (RCL)" e-form on iValpo** (under "F-1 Student Services" tab) so that we have a record that Spring 2023 is your final term.

If you are below full-time because of completion of your course of study, **be very careful and make sure you will not have to stay longer than this semester to complete your degree requirement**. Being below full-time and not graduating in May 2023 may cause you to fall out of legal F-1/J-1 status.

If Spring 2023 is truly your final term and you will complete all degree requirements and graduate by May 2023, please read [these reminders](#) carefully.

Legal Employment Reminder

Make sure that you **NEVER** work off-campus without authorization (i.e. employment that is not for Valparaiso University or Parkhurst Dining and physically on-campus). Any such employment, even if paid in cash, will lead to F-1 status termination and deportation. Examples of illegal employment include:

- Local hotels (Best Western, Country Inn & Suites...)
- Fast food restaurants (McAllister's, Dunkin Dounuts...)
- Gas stations (Citgo, BP, Shell...)
- At a kiosk in the Southlake Mall

On-campus employment for less than 20hrs per week (all jobs combined) is legal! Check [Handshake](#) for on-campus job listings. Many international students work in places such as dining, the library, the OIP, etc.

Address Update Reminder

Any time your local U.S. residential address changes, **you are required by immigration law to let us know within 10 days by submitting the "Local U.S. Address Change" e-form on iValpo** (under the Biographical Information tab).

Also, check these important notes:

- If you have **withdrawn or will withdraw** from Valpo or are taking a leave of absence, please contact Janice Lin (janice.lin@valpo.edu) immediately.
- If you have an **off-campus internship/practicum**, you must register for the internship course credit and obtain CPT authorization from our office **before** starting the internship/practicum. For an **on-campus internship** over 20 hours/week, you will also need to receive CPT authorization. [Click here](#) for more details on Curriculum Practical Training (CPT).
- **If you change your major**, make sure to get an updated I-20/DS-2019. You can request this updated document through [iValpo](#).
- **If your status is not F-1 or J-1**, please email international@valpo.edu to let us know.

Thank you, and all the best for a great semester ahead! Don't hesitate to reach out if you have any questions.

([OIP Staff page](#), international@valpo.edu)



VALPARAISO UNIVERSITY

WELCOME CENTER 1620 CHAPEL DRIVE, VALPARAISO, IN 46383-6493, USA - valpo.edu