

International students must meet both Millersville University academic requirements and U.S. immigration regulations. As faculty and staff, you play an important role in helping them succeed while maintaining their lawful status. This guide summarizes what you need to know and when to refer students to The Warfel Center for International Programs & Services.

Key Responsibilities of International Students. International students on F-1 or J-1 visas must:

- Remain enrolled full-time each fall and spring semester
 - Undergraduate: 12 credits
 - Graduate: 6 credits
 - English Language Institute: 18–20 hours per week
- Limit online coursework
 - Only 3 credit hours of online classes may count toward the full-time requirement.
 - It is not permitted for a student's final course to be online.
- Keep immigration documents current
 - Any changes to major, address, or graduation date require an updated Form I-20 or DS-2019.
 - Students must notify The Warfel Center immediately.
- Request travel authorization before leaving the U.S.
 - Students need a valid travel signature on their Form I-20 or DS-2019 and an unexpired visa to re-enter the nation.
- Obtain authorization for any employment or internships.
 - All employment (paid or unpaid) must be approved by a Designated School Official (DSO) or Alternate Responsible Officer (ARO).
 - This includes on-campus jobs, [CPT](#), [OPT](#), and [Academic Training](#).
 - As CPT approval requires advisor approval, a separate guide with additional information is found [here](#).

Situations Requiring Advisor Attention

- Change of Major or Program Level
 - Please advise the student to inform their DSO/ARO so a new I-20/DS-2019 can be issued.
- Reduced Course Load (RCL)
 - Students may only drop below full-time if authorized for:
 1. Academic difficulty (first term only)
 2. Medical condition (requires documentation)
 3. Final semester of study
- Withdrawal or Leave of Absence
 - Students must contact their DSO/ARO before withdrawing from any coursework at any time in the term or stopping enrollment.
- Concurrent Enrollment
 - Students taking courses at another institution must have prior approval from both their academic advisor and their DSO/ARO.
- Program Extension
 - If studies cannot be completed by the program end date on their I-20/DS-2019, the student must apply for an extension **before** it expires.

Your Role as Faculty/Staff

- Encourage students to stay in close communication with their DSO/ARO.
 - Please do not make employment or off-campus experience-related decisions or promises—refer students to their DSO/ARO for official guidance.
 - Only DSOs/AROs can update SEVIS records and authorize employment, travel, or status changes.
 - Certain employment opportunities, like OPT or Severe Economic Hardship Off-Campus Employment, are approved by USCIS with DSO/ARO support.
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Questions to Identify an International Student

- Are you a U.S. citizen or a Permanent Resident?
 - If 'No', then please ask, "Are you on a visa hosted by Millersville University? (An F or J visa).
 - If 'Yes' o "Reach out to your Designated School Official (DSO) or Responsible Officer (RO) at the International Programs & Services Office for authorization."
 - Please have them email international.services@millersville.edu
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Important Reminder

A student's failure to maintain immigration status or comply with regulations can lead to SEVIS termination and required departure from the U.S. Any assistance we can provide in reminding students of requirements is appreciated, but it is ultimately the student's responsibility.

For any visa or immigration concerns, immediately refer students to:

The Warfel Center for International Programs & Services

international.services@millersville.edu