



Tysons Campus
8620 Westwood Center Dr.
Vienna, VA 22182
TEL. 703-206-0508

INTERNATIONAL STUDENT ENROLLMENT ACKNOWLEDGEMENT

1. Attendance

F1 non-immigrant visa students must be enrolled in classes full-time, at least 18 hours per week or 12 credits per session. Any student who has excessive absence will be reported to SEVIS in accordance with the United States Citizenship and Immigration Service regulation. Columbia College is not responsible for the results of reported students' record. Any student who needs to miss a class for a medical reason must submit either a doctor's note describing the medical conditions or an appointment notice.

2. Vacation

F1 visa students at Columbia College must comply with School's vacation policy which is taking a 10-week vacation after completing at least 30 weeks(3 sessions) of study. Students must submit a vacation request form and pay a tuition deposit for the returning session. Before filling out the vacation request form, students should check with the international student advisor to review their records. The vacation deposit is refunded only when the vacation request is canceled before the vacation start date. Once the vacation start date is passed, the deposit will not be refunded for any reason.

3. Immigration Policy - Change of Address

It is important to update the current address to the International Student Office. All non-immigrant residents in the United States must report any address change to USCIS within 10 days after such change. Failure by a non-immigrant resident to report a change of address is considered as misdemeanor and incurs a penalty. Information can be found on www.uscis.gov and search for form AR-11.

4. School Transfer

Any student who obtained an I-20 through Columbia College should attend classes for the stated period in his/her enrollment agreement. To successfully progress in the program enrolled it is necessary to attend at least 20 weeks (2 sessions) minimum before requesting a transfer-out. Students who plan to transfer out must notify the intention to the College at least 5 weeks prior to the tentative transfer-out date. Students who either dropped out of registered classes or have excessive absence may be terminated at the time of transfer.

5. Miscellaneous

Students who need an attendance certificate or transcript must complete a document request form, available at the International Student Office. Normal processing time is 2-3 business days.

Agreement:

I _____ hereby agree to abide by all school policies and immigration laws/regulations while attending classes at Columbia College. By doing so, I will successfully maintain my non-immigrant F1 visa status.

Student's Name

Student's Signature

Date