



COMPLETION VERIFICATION FORM (CVF)

Part 1 F-1 Student

To be **completed by the F1 Student** before sending it to the Academic Advisor.

To find your Academic Advisor, visit [Academic Advising - Houston City College](#) or check your HCC student portal. If no advisor is listed, you can meet with any Academic Advisor at an HCC campus or online at [Virtual Lobby - Houston City College](#)

HCC ID: _____ SEVIS ID: _____

Last Name _____ First Name _____

Date of Birth (MM/DD/YY) _____ HCC student Email: _____

Select the reason for completing this Form.

1. **New Program**

☐ To start a **new academic program** at HCC **after completing** a previous program, including Intensive English or Optional Practical Training (OPT), please provide the following information.

Starting semester _____ Program _____

- F-1 students are not allowed to change programs in their last semester.
- F1 students must take at least 12 credit hours each fall and spring semester, with a maximum of one online class. If the new program starts in the summer, F1 students must take 9 credit hours, with a maximum of 1 online class.

2. **Extension**

☐ To **extend the I-20 Form**, I need more time to complete my **current program**.

- +F-1 students are not allowed to change programs in their last semester.
- F1 students must take at least 12 credit hours each fall and spring semester, with a maximum of one online class.
- If you will complete your program in the next semester, you can apply for Graduation, RCL, or OPT.

3. **Graduating & Permission for Reduced Course Load (Academic RCL), or Optional Practical Training (OPT).**

☐ To apply for **Graduation** and **Academic RCL** during the semester you intend to complete your program, and/or apply for **OPT**.

Be aware:

- If the F-1 student needs more than one class to graduate, they can take **only one class online**.
- If only one class is required and it's offered online, **the student must enroll in an additional class to meet the physical presence requirement**.
- Reduced Course Load cannot be approved for meeting prerequisites for an HCC program, transferring to another school, or for a program **already completed** in the previous semester.

☐ I confirm that I have read and understood the enrollment requirements outlined above.



COMPLETION VERIFICATION FORM (CVF)

Part 2 Academic Advisor

To be **completed by the Academic Advisor**: Please fill out only the section selected by the F1 student in Part 1 and send it via email to the F1 student's email and oiss.international@hccs.edu.

4. **New Program**

The F1 student is applying to start a **new academic program** at HCC **after completing** a previous program, including Intensive English or Optional Practical Training (OPT).

Academic Program _____ Academic Plan _____

Total number of credits left to complete the program _____ Expected Graduation Term _____

- F-1 students are not allowed to change programs in their last semester.

5. **Extension**

The F1 student needs **additional time** to complete the **current** academic program.

Academic Program _____ Academic Plan _____

Additional number of credits required for graduation _____ Expected Graduation Term _____

- F-1 students are not allowed to change programs in their last semester.
- If the F1 students will complete their program next semester, they can apply for Graduation, RCL, or OPT.

6. **Graduating & Permission for Reduced Course Load (Academic RCL), or Optional Practical Training (OPT).**

The F1 student is applying for **Graduation, & Academic (RCL), or OPT**. The student is in the **final semester** and is expected to complete the following program:

Academic Program _____ Academic Plan _____

Total number of credits required for graduation _____ Expected Graduation Term _____

Provide a complete list of classes and the number of credit hours required for graduation in the final semester.

Subject/ Course Number	Credits

Note:

- If the F-1 student needs more than one class to graduate, they can take **only one class online**. If **only one class is required** and it's offered online, **the student must enroll in an additional class to meet the physical presence requirement**.
- Reduced Course Load cannot be approved for meeting prerequisites for an HCC program, transferring to another school, or for a program completed in the previous semester.

☐ I reviewed the latest Advisement Report, completed the table above with the remaining courses for F1 graduation, and instructed the F1 student to apply for graduation.

Comments: _____

HCC Academic Advisor _____ Email _____

Signature _____ Date _____