

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 www.hccs.edu/support-services/academic-advising/ 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 www.hccs.edu/applying-and-paying/virtual-lobby/

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 a previous semester.

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

If you need help completing this form, see this video: <https://youtu.be/LwZXLJ9rs-o>.

COMPLETION VERIFICATION FORM (CVF)

Part 2 Academic Advisor

HCC ID: _____

Last name _____

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.

1. **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.

2. **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.

3. **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 a 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. **Video Aid:** <https://youtu.be/yV3eSErTnNQ>

Comments:

HCC Academic Advisor _____ Email _____

Signature _____ Date _____