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**International Education & Exchange Updates**  
**January 22, 2008**  
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**U.S. Address Updates**

In order to maintain compliance with the US Department of Homeland Security, please make sure that you have informed us of your CURRENT US address: Use the Address Update form found on the IEE web (under Forms section). ***Please remember that you cannot use a Post Office Box address; you must provide a street address.***

**NEW Advising Hours for Spring 2008**

Please check the IEE web or call the IEE Office to check for current advising hours, as walk-in hours have changed from last Fall 2007 semester. Advising times, including walk-ins are subject to cancellation at short notice. Please note that walk-ins are on a first come, first served basis. You may come 30 minutes before the Walk-In session start time to sign up to meet with an IEE Advisor. There are a limited number of names that can be placed on the Walk-In Sign-up List.

**Deadline for Reduced Course Load Request: Tuesday, January 22, 5:00pm**

In order to maintain your F1 or J1 status, you must be enrolled full-time each semester. If you are not enrolled full-time, please make sure you have submitted a "Reduced Course Load (RCL) Form and have received approval from an IEE Advisor **by Tuesday, January 22, 2008.**

**Concurrent Enrollment for International Students**

Concurrent enrollment allows you to enroll in a limited number of classes at another institution while attending Cal State Fullerton. Undergraduate students **MUST** register in at least 12 units total in order to maintain F1 status. Out of these 12 units, 9 units minimum **MUST** be taken at Cal State Fullerton. Concurrent enrollment is not applicable to graduate students. If you plan to register in classes at a community college while also enrolled at Cal State Fullerton, **you must submit the Reduced Course Load Application form (select item B=Concurrent Enrollment) along with registration receipts from the school where you are taking classes concurrently.**

**GS700 Enrollment – For Graduate Students Only**

Graduate students who have enrolled in GS 700 need to **submit the RCL form and select item C** (C=GS700, to complete project or thesis or equivalent).

### Graduate or Teaching Assistants

If you are a graduate or teaching assistant enrolled in 6 units for the Spring 2008, you need to **submit the RCL form and select item D** (D=Graduate or Teaching Assistant). **Please attach proof of the GA or TA position.**

If you have questions about your situation and you are not sure about submitting a RCL form, please meet with an IEE Advisor before the RCL deadline. Please call the IEE Office at 714-278-2787 to the advising schedule.

***If you submit your RCL request on or before January 22 and do not hear from us, then your RCL has been approved.***

***If your RCL request is denied, you will be notified by phone or email by Friday, January 25. A denied RCL means that you must enroll full-time for the Spring 2008 semester in order to maintain your F1 or J1 status.***

***Please remember that the deadline for adding and dropping classes without a late fee is Monday, February 4, 2008.***

### **For Newly Admitted Students: File Completion & CSUF I-20's**

If you are a newly admitted international student for the Spring 2008 semester and have not completed the SEVIS Reporting and Check-in last week, please be sure that you provide the International Education & Exchange office with the following documents to complete your file:

1. Copy of your passport (showing your name, photo, and expiration date)
2. Copy of visa used to enter the U.S.
3. Copy of I-94 Departure Record Card or I-797 Approval Notice
4. Address Update Form with your current US address and phone number
5. For students who have attended a previous U.S. school: Copy of previous school's I-20.

For students who already have a SEVIS I-20 from a previous school, please notify your school that you have been admitted to Cal State Fullerton and have your SEVIS record released immediately.

All newly admitted F1 students who are waiting for their Cal State Fullerton I-20 will be notified by email when I-20s are ready for pick-up.

### **International Coffeebreak: Beginning Wednesday, January 23, 1:00pm – 2:00pm, at Aloha Java (weather permitting)**

(Green tent between University Hall and Humanities Bldg)

Take a break between classes and network! Come and meet more international friends!

You don't need to buy any beverage. Just stop by and say "hello."

This is the first International Coffeebreak for the Spring semester. So, check the IEE web for future dates, mark your calendars and join us!

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International Education & Exchange, University Hall – Room 244  
California State University Fullerton  
[www.fullerton.edu/international](http://www.fullerton.edu/international)