

F-1 International Students Exchange and Field Study Requirements & Approval Process

All international students planning to spend a semester off-campus (both within the US or internationally) on either Hampshire Exchange or Field Study, must get prior approval from the Office of Multicultural & International Student Services, in order to maintain their F-1 Visa status while studying off-campus. Failure to get prior approval and/or to comply with these guidelines may result in a loss of F-1 Visa status.

Academic Requirements:

In accordance with federal regulations for F-1 degree-seeking students (F-1s), international students must enroll in a Full Course Load (FCL) each semester and continuously make progress towards degree completion. F-1 degree-seeking students wishing to pursue a semester of off-campus study on either Hampshire Exchange or Field Study must submit confirmation to their international student advisor that their academic workload is equivalent to a full course load by the appropriate deadline. Full-time enrollment as defined by the federal government and Hampshire College requires that students be enrolled in the equivalent of at least 12 U.S. semester credits. This work may be a combination of university or study abroad courses, internships, research or other activities that constitute a full-semester of work.

Approval Instructions/Steps (to be done in this order):

- 1) Pick-up and complete the required Exchange/Field Study Approval Forms from the Global Education Office (Exchange) or the Center for Academic Support and Advising (Field Study).
- 2) Complete CIP Confirmation Form, ONLY if NEW CIP codes will be reported (available in MISS).
- 3) Complete and print the online MISS Exchange/Field Study Application Form:
https://hampshire.co1.qualtrics.com/jfe/form/SV_3OXZ1kXSKj41wZn
- 4) Meet with your Committee Chair to discuss your upcoming Exchange/Field Study and for their approval signature.

For Self-Design Field Study Students ONLY: Chair Confirmation Letter (template attached) which reflects the approval from your committee AND clearly addresses the correlation, purpose, and necessity of the academic work to be completed during your Field Study in order to fulfill division requirements.

Hampshire College

Office of Multicultural and International Student Services
The Lebrón-Wiggins-Pran Cultural Center
413.559.5779; Missintl@hampshire.edu

- 5) Make a signature appointment with the International Student Advisor, Katie Irwin, by calling GEO at 413-559-5542 or emailing kirwin@hampshire.edu. Bring the following documents to your meeting:
- Completed Exchange/Field Study Approval Form & all relevant documentation (including project description)
 - Printed copy of the MISS Exchange/Field Study Application Form
 - Chair Approval Letter (ONLY for self-design students)
 - If applicable: CIP Confirmation Form signed by Committee Chair
 - Optional: Printed Copy of the division Contract which addresses the necessity of the proposed field study to satisfy Divisional Requirements

Deadlines:

- Exchange/Field Study Approval Deadline for spring 2019: **November 9, 2018**
- Exchange/Field Study Approval Deadline for fall 2019: **April 5, 2019**

Maintaining F-1 Status While on Exchange or Field Study:

- During the semester on Exchange or Field Study, F-1 students are required to submit the online SEVIS Registration form by the Hampshire drop deadline (September for fall, February for Spring) to confirm participation in the Exchange/Field Study Program and to confirm their current enrollment status.
- Students seeking to extend their program for the following semester must submit the required documentation again to MISS by the Exchange/Field Study Approval Deadline as listed above.
- Students should maintain regular contact with MISS and their Academic Committee as needed to ensure they are complying with academic requirements and F-1 visa regulations.

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