

Departmental Letter Guidelines for International Students Registering In-Absentia

Departmental Letter, “To Whom It May Concern” (on letterhead) is required when a student is registered in-absentia.

1. That the Department gives the student permission to register in –absentia.
2. The current location of the student.
3. The semester for which the student will register in-absentia.
4. The number of credit hours that will be taken while in-absentia.
5. The projected date of graduation.
6. A statement that, “should the student need to return to the U.S. at a later date, the Department will be responsible for notifying ISS so that the appropriate immigration paperwork can be issued”.