

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 while outside of the United States.
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”.