



Distance Education and Learning Technology Applications  
Online and Distance Education  
[online-distance.ncsu.edu](http://online-distance.ncsu.edu)

Campus Box 7555  
1730 Varsity Drive, Venture IV  
Raleigh, NC 27695-7555  
P: 919.515.9030

## International Clearance for Non-Degree Studies Students

Foreign nationals seeking to enroll in courses at NC State University through the Non-Degree Studies (NDS) program must receive clearance each semester before they are eligible to enroll. This policy does not apply to individuals who are permanent Residents of the US and who have a valid Permanent Resident card. Recent immigration regulations have placed enrollment restrictions on particular visa types and business practices developed to facilitate the transition between degree-seeking and non-degree seeking international students have led to the necessity of this form. Online and Distance Education must confirm that the student is eligible to enroll in their current immigration status before authorizing enrollment. For additional information, please visit the Office of International Services website at <https://internationalservices.ncsu.edu/> or make an appointment to speak with an OIS advisor.

This form should be completed and returned to the Online and Distance Education (ODE) office via fax, email (as a pdf or jpg attachment) or regular mail prior to enrollment each semester.

Please wait one week after submitting this form before contacting the Online and Distance Education office to see if your application has been cleared.

Applicants who intend on completing courses while residing in the US will also need to submit this form to the ODE office. Along with this form, you **MUST** submit and attach copies of the following:

- Identification page(s) of your passport, showing passport number and personal information
- I-20/DS 2019
- I-94 card or most recent approval notice (I-797) from the Immigration and Naturalization Service (INS)
- Valid Employment Authorization Card (if applicable)
- If you are in **dependent status, please also submit a copy of your spouse's or parent's immigration documents**

### Additional Notes:

- If you are a F1 or J1 student at another US institution, please obtain signatures from both your academic advisor and international student advisor authorizing concurrent enrollment for each semester.
- If you are a F1 or J1 degree seeking student at NC State and enroll in more than one class or 3 credits through Online and Distance Education, you will need to speak with your DSO advisor for approval.
- If you change, abandon, extend or violate your nonimmigrant status please contact an OIS advisor for assistance.

Complete and return page 2 to the Online and Distance Education office as soon as possible to receive enrollment clearance.

**Online and Distance Education - DELTA**  
**1730 Varsity Drive Venture IV**  
**Campus Box 7555**  
**Raleigh, NC 27695**

**919-515-9030: Phone**  
**919-515-6668: Fax**



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## Online and Distance Education Clearance Form for International Applicants

Non-Degree Studies

(To be completed by applicant - *please type or print clearly*)

Applicants Name \_\_\_\_\_

	Last/ Family Name	Student ID #	First Name
NDS Application #	_____	_____	_____
		(if previously attended NC State)	

Date of Birth _____	City of Birth	_____
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Country of Citizenship \_\_\_\_\_

Country of Permanent Residence\* \_\_\_\_\_

\*This is not the United States unless you are a Permanent Resident or US Citizen

Current Address \_\_\_\_\_

Email Address _____	Telephone	_____
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Current Nonimmigrant Status \_\_\_\_\_

(Permanent Residents should not complete this form - indicate your lawful permanent resident status on your primary application)

Semester of intended Enrollment _____	Intended number of course credits _____
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\*\* Name of School if degree student at another school \_\_\_\_\_

- Purpose for Registration  
Choose One:
- Recreational/ Vocational/ Personal Interest
  - Take Prerequisite Courses or Future Application/ Admission
  - Professional or Advancement Training
  - Fulfillment of Degree Requirements (Degree Candidate)
  - Summer or Short Course Program

Overseas Student: I hereby acknowledge that I request to be registered in one or more Online Distance Education course(s) at NC State University. My participation and completion of the course(s) will take place while residing outside of the United States

Other (Explain): \_\_\_\_\_

Student Signature _____	Date _____
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* DGP or Academic Advisor's Signature _____	Date _____
<small>(Required Only for F-1 or J-1 Students)</small>	

Chair of Thesis / Dissertation Committee signature if applicable _____	Date _____
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** DSO - Int'l Student Advisor's Approval _____	Date _____
<small>(Required Only for F-1 or J-1 Students at another institution)</small>	

This form is used for enrollment purposes only. No employment authorization or admission to a degree program is implied. This form must be resubmitted for each semester of enrollment or when there is a change in visa type.

Print Form