



OFFICE OF  
INTERNATIONAL PROGRAMS

INTERNATIONAL STUDENT  
& SCHOLAR SERVICES

## PART-TIME ENROLLMENT FOR F-1 STUDENTS

U.S. immigration regulations mandate that students in F-1 immigration status maintain a full course of study for the entirety of the academic program. A full course of study is defined as registration for a minimum of 12 credit hours for undergraduates and 9 credit hours for graduate students. Graduate students registered for Thesis Research (or a combination of credit hours and Thesis Research) also meet the full-course of study requirement.

On a case by case basis, using guidelines set forth by U.S. Citizenship & Immigration Services, only an International Student Advisor (IS Advisor) may authorize an F-1 student to enroll in less than a full-course of study. International students must obtain approval for a reduced course load **before** actually dropping below the minimum credit hour requirement. If you wish to receive permission to enroll in less than a full course of study, please complete the reverse side of this form (including required signature) and make an appointment to see your IS Advisor.

You must submit this form along with a letter from your academic advisor, Dean, or medical practitioner in support of your request for part-time enrollment. After completing the form, please make an appointment to submit the documents to your IS Advisor in person. A student who registers for less than full-time and does not seek prior written approval from his/her IS Advisor will be out of legal immigration status and may lose the benefits of his/her student immigration status.

*The situations described below are examples of acceptable grounds for registering for less than the required course load. Please read this information carefully.*

### Initial Difficulties with the English Language, Reading Requirements, or Teaching Methods

Upon the recommendation of his/her academic advisor, a student may be authorized to enroll in less than a full course of study in his or her first term of study if s/he is experiencing difficulties with the English language, with reading requirements, or is unfamiliar with American teaching methods.

### Improper Course Placement

Upon the recommendation of his/her academic advisor, a student may be authorized to withdraw from a course and drop below a full course of study if the withdrawal is due to improper course placement. Imminent failure is not a valid reason to drop below a full course of study.

### Completing Programs in the Current Term

In the final term of study, a student who needs fewer than 12 credits (undergraduate students) or 9 credits (graduate students) to graduate, may be considered to be maintaining status. The student must submit a letter to the IS Advisor from the academic dean or advisor stating that s/he is registered for all coursework needed to complete the degree in the current term to your IS Advisor.

### Comprehensive Examinations in Course of Program

Graduate students who have completed all formal coursework (or will complete all formal coursework in the current term) and are preparing for comprehensive examinations as a final requirement may meet the full course of study requirement. Decisions will be made on a case by case basis in consultation with the student's academic advisor.

### Illness of Medical Condition

A student who is compelled by illness or other medical conditions to interrupt or reduce a full course of study may be considered to be maintaining status during the illness or other medical condition. The student, however, must receive authorization from his/her IS Advisor each term and may not be authorized to reduce a full course of study for this reason beyond an aggregate of 12 months. Please submit a letter from your licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.

## PART ONE: STUDENT'S PERSONAL INFORMATION

Name of Academic Advisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Degree Program: \_\_\_ Bachelors \_\_\_ Masters \_\_\_ Med \_\_\_ Ph.D. \_\_\_ Certificate \_\_\_ Non-degree

School: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_ Completion Date: \_\_\_\_\_

## PART TWO: JUSTIFICATION FOR REQUEST FOR PART-TIME ENROLLMENT

I wish to receive permission to enroll for less than a full course of study for the following reason (please check one):

\_\_\_ **Academic Difficulties** (Undergraduates must enroll in a minimum of 6 credits this term, graduates must enroll in a minimum of 5 credits this term, and all students must resume a full course of study next term. May only be authorized once in the course of the academic program) Please specify A, B, or C:

- A) \_\_\_ **Initial Difficulties with the English Language or Reading Requirements**  
Required documentation: a letter from your academic advisor or Dean's Office, describing your initial difficulties and recommending that you enroll in less than a full course of study.
- B) \_\_\_ **Unfamiliarity with American Teaching Methods**  
Required documentation: a letter from your academic advisor or Dean's Office, describing your unfamiliarity with the American system of education and recommending that you enroll in less than a full course of study.
- C) \_\_\_ **Improper Course Placement**  
Required documentation: a letter from your academic advisor or Dean's Office, recommending that you withdraw from a course and drop below a full course of study due to improper course placement.

### \_\_\_ **Student Completing Program in the Current Term**

Required documentation: a letter from your academic advisor or Dean's Office, stating that you are expected to complete all program requirements in the current term. This category may be used for master's degree students who are completing their required research papers, when the department does not offer a Thesis Research course.

### \_\_\_ **Comprehensive Examinations in Course of Program**

Required documentation: a letter from your academic advisor or Dean's Office, stating (1) that you have completed all formal coursework (or will complete all formal coursework in the current term), (2) the date on which your coursework was/will be completed, (3) that you are preparing for comprehensive examinations, (4) that your preparation (or combination of coursework and preparation) for comprehensive exams would be considered equivalent to a full course of study, (5) the date of your comprehensive examination, and (6) the expected date of completion of your program. If comprehensive examinations will be taken in the last semester, use the category above instead.

### \_\_\_ **Illness or Medical Condition** (May be authorized for no more than 12 months in aggregate)

Required documentation: a letter from your licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist requiring or recommending an interruption or reduction in studies. The letter should clearly state the date on which, in the opinion of the health care practitioner, a full course of study may be resumed.

## PART THREE: SIGNATURE

I have read and understood the regulations summarized on the reverse of this page regarding my request to drop below full-time study.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_