REQUEST FOR LESS THAN FULL-TIME ENROLLMENT
COVER FORM -- GRADUATE

- ✓ International students in F-1 or J-1status is bound by U.S. Federal regulations to enroll in a full course of study each semester
- ✓ Full time defined: 9 credit hours for graduate; 12 credit hours for undergraduate each semester
- ✓ ***A reduced course load based on a <u>financial need</u> is NOT a qualifying reason*.**

An F-1 student who drops below a full course of study <u>without prior approval</u> of the International Student Advisor <u>will be considered illegal</u>.

INSTRUCTIONS: Students will need to have this entire form completed before returning it to the International Office. Your request will be reviewed and if you have not received less than full-time in a previous semester and there are no other issues, your request will be processed. If you have requested less than full-time in a previous semester, you will receive an email with an appointment time to meet with Carol.

SECTION TO BE COMPLETED BY STUDENT

Student's name:_____
Family/last name Given/first name

FHSU ID# _____ Email address_____

Semester less than full-time is being requested: ____Fall 20_____ ____Spring 20_____

Have you applied for less than full time for a previous semester: _____NO _____YES
If yes, please provide semester(s) and year(s): _____

Request for Approval

Students may only be approved for academic reasons *<u>per program level</u>* (ESL, Bachelor, Master). If approved for a reduced course load for academic reasons, a reduced course load due to medical reasons is still available and a separate form would need to be completed. In general, permission to register for less than full time should occur rarely in a student's career. Therefore, multiple requests to enroll in credit hours less than full time WILL NOT be approved. These situations will be reviewed on an individual basis. By immigration law, the international student should be full time during each fall & spring semester.

Signature of International Student Advisor:_____ Date_____

Student's Confirmation: I understand that this request for a reduced course load, if approved, is solely for the purpose of maintaining my F-1 or J-1 non-immigrant status and that a reduced course load may disqualify me from eligibility to work on-campus or to receive scholarships and/or other students benefits in accordance with university policies. I also understand it is my responsibility to complete the withdrawal process (after I receive approval) for any classes I choose to drop.

Signature of Student:_____ Date_____

Apply for Program Completion: You must complete the Program Completion and pay a $50 fee in Workday. This is available to complete once the semester you plan to graduate in begins.

ISSO Verified this is complete ____YES ____NO Staff Initials:_____ Date_____

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- ✓ **A reduced course load based on a <u>financial need</u> is NOT a qualifying reason.**
- ✓ **An F-1 or J-1 student who drops below a full course of study <u>without prior approval</u> of the International Student Advisor <u>will be considered illegal</u>.**

Student's name:_____
Family/last name Given/first name

FHSU ID# _____ Semester Less than Full-Time Requested: Fall 20_____ Spring 20_____

ACADEMIC REASONS

Students may only be approved for academic reasons *<u>per program level</u>* (ESL, Bachelor, Master). If approved for a reduced course load for academic reasons, a reduced course load due to medical reasons is still available and a separate form would need to be completed. By immigration law, the international student should be full time during each fall & spring semester. If the student's activity is equivalent to full time but actually requires less than full time registration (e.g. writing thesis), this form is to be endorsed by the Academic Advisor and forwarded to the International Student Advisor.

<u>To be completed by Academic Advisor or Instructor of the course</u>

1. _____improper course level placement (can apply if student is unprepared or in jeopardy of failing a course).
2. _____initial difficulties with the English language
3. _____initial difficulties with reading requirements
4. _____unfamiliarity with U.S. teaching methods

Indicate course(s) to be dropped (course #/title/credit hours)
_____
_____

5. _____The student needs less than a full course load to finish the degree program this semester
6. _____The student has completed formal course work and is preparing for a comprehensive program
7. _____ The student has completed formal course work and is engaging in thesis or dissertation research
8. _____The student must take a reduced course load to fulfill the terms of a graduate, teaching, or research assistantship.

For the reasons cited above, I recommend the above named student to be allowed to take a reduced course load:

Instructor/Advisor's Signature:_____ Date:_____

Instructor/Advisor's name_____ Phone_____

To Be Completed By Graduate School Staff

You must take this form to the Graduate School, Picken Hall 306 for verification of your Program of Study that is on file. If you do not have a Program of Study, please contact your advisor.

Has Incomplete Courses From Previous Semesters: ☐ NO ☐ YES
If yes, please list the course(s) and semester of enrollment for each course:
_____
List course(s) & semester(s)

Student has a Program of Study on file in the Graduate School (please attach a copy): ☐ NO ☐ YES

Deficiencies_____

Graduate School Staff Signature:_____ Date:_____

Student's Confirmation: I understand that this request for a reduced course load, if approved, is solely for the purpose of maintaining my F-1 or J-1 non-immigrant status and that a reduced course load may disqualify me from eligibility to work on-campus or to receive scholarships and/or other students benefits in accordance with university policies. I also understand it is my responsibility to complete the withdrawal process (after I receive approval) for any classes I choose to drop.

Signature of Student:_____ Date_____

Approval Signature of International Student Advisor:_____ Date_____