



Undergraduate Student Full Time Enrollment Exemption Request

To maintain F-1 and J-1 student status, international students must be enrolled in a full course of study each fall and spring semester (summer enrollment is optional if it is not your first semester). **For undergraduates full-time enrollment is considered to be 12 credits.** There are only certain reasons which U.S.

Immigration will accept for enrolling less than full-time. The acceptable reasons are listed below. For any semester in which you are enrolled less than full-time, please complete the following form and have your faculty academic advisor sign the bottom section, if the advisor feels that you have a valid Immigration reason. Please note that immigration regulations do not consider financial difficulties a valid reason for enrolling less than full time.

Bring the completed form to WORLD for approval. *All withdrawals must be processed by the student according to university procedures through the Registrar's Office.* Do not drop your class until you have received approval from WORLD. You will be issued a new I-20 that authorizes you to be enrolled less than full time for the given semester.

Biographical Data: (To be completed by the Student)

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|-----------------------|------------------------|----------------------------------|
| Family Name: | First and Middle Name: | Birth Date: |
| Email: | | SU Student ID: |
| Current Degree Level: | Current Major: | Expected Degree Completion Date: |

Reason for Exemption from full time enrollment: (To be completed by Academic Advisor)

| | | | |
|-----------|------------------------------------|--------------------------------------|--------------------------------------|
| Semester: | <input type="checkbox"/> Fall 20__ | <input type="checkbox"/> Spring 20__ | <input type="checkbox"/> Summer 20__ |
|-----------|------------------------------------|--------------------------------------|--------------------------------------|

Type 1: Academic Reasons (Allowed only ONCE per degree level. Must maintain at least 6 credit hours.)

- Initial difficulties with English Language or initial difficulties with reading requirements. (Allowed in 1st semester only)
- Unfamiliarity with American teaching methods. (Allowed in 1st semester only)
- Improper Course Level Placement: (Advisor must provide rationale. Note: Failing a course is not a reason in itself to drop a course).
-Reason why this course is improper:

Course(s) to be dropped: Course Number: _____ Course Title: _____

Type 2: Medical. (Maximum one year aggregate allowed. Academic Advisor signature not necessary.)

- Medical Condition.
 - Submit medical documentation signed by your licensed medical doctor, licensed doctor of osteopathy, or licensed clinical psychologist. *Immigration will not accept letters signed by nurses, nurse practioners, or physician's assistants.*
 - Letter must state credit hours recommended for the current semester.

Type 3: Final Semester

- Student is completing ALL degree requirements this semester.
 - You are allowed only one final semester.

Academic Advisor Approval:

(By signing this form, you are recommending that the student be approved for an exemption from full time enrollment)

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| Name and Title: | Email: |
| Approval Signature: | Date: |
| International Advisor Approval Signature: | Date: |

I have fully completed the above information and understand the regulations regarding this process:

If I have any questions, I will consult with WORLD staff.

| | |
|--------------------|-------|
| Student Signature: | Date: |
| _____ | _____ |