



WORLD: International Learning

386.822.8165 (Office) – 386.822.8167 (Fax) – 635 Bert Fish Drive – www.stetson.edu/other/world

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 the **WORLD** office 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)

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: Fall 20__ Spring 20__ 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)

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:
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