



REQUEST FOR LESS THAN FULL-TIME ENROLLMENT (Reduced Course Load for International Students)

To maintain F-1 student status, international students must be enrolled in a full course of study each quarter. Students are required to be enrolled for at least 12 credits per quarter for the Bachelor’s program and at least 8 credits per quarter for the Master’s program. 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 quarter in which you are enrolled less than full-time, please complete this form and have your academic advisor sign the bottom section, if the advisor feels that you have a valid 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 International Student Advisor for approval. All withdrawals must be processed by the student according to procedures. Do not drop your class until you have received approval from the International Student Advisor.

STUDENT INFORMATION (To be completed by the Student)

Student Name: _____ **Student ID#:** _____
Last First Middle

Email: _____ **Phone:** _____ **Program:** BSBM MBA MSCIS
 MSHM MSE MSIB

Current Quarter: Winter Spring Summer Fall **Number of Credits you intend to register:** _____

REASON FOR LESS THAN FULL-TIME ENROLLMENT (To be completed by the Academic Advisor)

- The student is having difficulty with the English Language or reading requirements. (Allowed in the 1st quarter only)
- The student is unfamiliar with American teaching methods. (Allowed in the 1st quarter only)
- The student has been placed in the improper course level. (Academic Dean must provide rationale.)

- The student needs less than a full course load to finish the degree program this quarter.
- The student has a medical reason for needing to be registered less than full time.
(Please complete the Medical Leave of Absence Request Form and attach documentation from licensed doctors.)

I have read and understood the regulations regarding this process:

Student's Signature Date / /

I endorse and recommend less than full-time registration for this student during the quarter requested.

Approved by: _____ Date / /
Academic Dean's Signature

Approved by: _____ Date / /
International Student Advisor's Signature