

**Request for Authorization to Drop Below Full-Time Enrollment**

International students who are in the United States in F-1 or J-1 visa status are required by law to maintain full-time student status every semester/quarter/term of the academic year. "Full-time student status" is general defined as 12 hours of course credit each academic term. The U.S. Citizenship and Immigration Service (CIS) and/or the U.S. Department of State allows very limited reasons for a student to engage in less than full-time enrollment. The basic exceptions are outlined below. If the student does not meet one of these exceptions, they must contact the Office of International Services immediately to determine the proper course of action *prior* to making any changes in their full-time enrollment. Failure to receive approval from a Designated School Official (DSO and/or Responsible Office (RO) in the Office of International Services may result in an international student falling out of legal nonimmigrant status. Failure to maintain status may result in travel outside the U.S. or reinstatement proceedings from within the U.S.

**The Following Section Must Be Completed By the Academic Advisor or Department Chair.**

Name of Student:\_\_\_\_\_ . The aforementioned student is seeking authorization to drop below full-time student status during the following academic term(s):\_\_\_\_\_. During this term the student will be registered for \_\_\_\_\_ credits. The reason for this request is (Please check appropriate box):  
(number)

- The student is having difficulties with the English Language or reading requirements (*NOTE: May only be used during the first term*). [8 CFR.214.2(f)(6)(iii) and 22 CFR 514.23(e)]
- The student is unfamiliar with American teaching methods (*NOTE: May only be used during the first term*).[8 CFR.214.2(f)(6)(iii) and 22 CFR 514.23(e)]
- The student has been placed in the improper course level. [8 CFR.2214.4(f)(6)(iii) and 22 CFR 514.23(e)]
- The student needs less than a full course load to complete the degree program in the current academic term (*NOTE: the student must complete the degree program by the end of the term in which this authorization is granted or he/she is out of status*). [8 CFR.214.2(f)(6)(i)(B) and 22 CFR 514.23(e)]
- The student has a legitimate medical reason for being enrolled less than full-time (*NOTE: You must attach an official medical record, such as a letter from a doctor, recommending the reduced course load*). [8 CFR.2(f)(5)(iv) and 22 CFR 514.23(e)]

I endorse and recommend less than full-time registration for this student during the semester(s) requested.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_   
Academic Advisor or Department Chair

**Office of International Services ONLY:**

Final Authorization Granted by:\_\_\_\_\_ Date:\_\_\_\_\_   
DSO/RO/ARO