PART-TIME ENROLLMENT CERTIFICATION FORM

Students with F-1 and J-1 immigration status are required by U.S. immigration regulations to maintain full-time registration status for the duration of their academic programs. Full-time status is defined as registration for a minimum of 12 credit hours for undergraduates and 9 credit hours for graduate students. However, these regulations allow students to register for less than full-time credit hours under limited circumstances, listed below. Your Dean or Academic Advisor must recommend and approve the appropriate reason. Return the completed form to the Office of International Student Services so that the form may be processed by USCIS.

TO BE COMPLETED BY STUDENT

Family Name ________________________________     Given Name ______________________________

Street Address __________________________________________________________________________

City State and Zip code ______________ Telephone _________________ SEVIS#: ______________________

Degree Major ______________________  Level (Circle One) BA/BS MA/MS Ph.D. CERT.

ID# ___________     Immigration Status ___________________ Expiration Date___________________

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN

I have advised this student to register for part-time study during the current semester because he or she:

_____ has been advised by a doctor to take a reduced course load for medical reasons. (Further documentation will be required from the student.)

_____ is a newly admitted student and has English Language difficulties

_____ has taken all courses needed to complete all degree requirements during this current semester.

_____ has initial difficulty with the reading requirements.

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____ is unfamiliar with American teaching methods.

____ has had an improper course level placement.

_______________________________  ________________________________        ____________
Advisor's Name - Please Print                              Advisors Signature                              Date

Do not write here

Approved _______   Not Approved_______   International Student Advisor________________________

Comments ____________________________________________________________

Date _______________