

Federal regulations require international students with F-1 status to maintain full-time enrollment: typically, 12 credits for undergraduates, 9 for graduate students (8 if holding an assistantship). Master's students in their final semester with an assistantship must take at least 6 credits. Your program office may set different requirements, but any reduced course load must be approved in advance. Noncompliance can jeopardize your ability to study or work in the U.S. Students must complete this form every semester they enroll less than full time. All international students are required to have [health insurance](#).

Part I. Student's Information

| | | |
|--|-----------------------|-----------------------|
| Family Name: | First Name: | Middle Name: |
| Current Street Address: | | |
| Contact email address: | Contact Phone number: | |
| SEVIS ID No: N000 | Dawg Tag: | I-20 Expiration Date: |
| Degree: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other: | | Major Field of Study: |
| Department/School/College: | | |

Part II. Purpose and Category

☐ Initial difficulties with the English language or reading requirements (*first term only, minimum of 6 hours required*)

☐ Unfamiliarity with U.S. teaching methods (*first term only, minimum of 6 hours required*)

☐ Improper course level placement (*minimum of 6 hours required*)

☐ Medical Condition (*additional documentation is required*)

Please attach a letter from your doctor (i.e., a licensed physician, licensed clinical psychologist, doctor of osteopathy) explaining the necessity of a reduced course load. This option is renewable for up to 12 months in aggregate, provided the renewal is obtained in advance of every term. If more than 12 months are needed, the student must change status or leave the U.S. to pursue medical care at home.

☐ Graduate student considered to be pursuing a full course of study (per graduate catalog or academic department policy) while working on research projects, thesis or dissertation after he or she has completed all the course requirements. This semester is not his or her final semester.

☐ This is the Student's **Final Semester**. The student has fewer than 12 (for an undergraduate student) or 9 (for a graduate student) semester credits remaining to graduate. The ability to extend student's current program beyond this term is limited.

Part III. Signatures

This student has departmental approval for a reduced course load. The student will be registered for _____ credit hours during _____ semester and, per degree plan, need _____ MORE credit hours (number of credit hours remaining) to complete all degree requirements to graduate.

| | |
|---------------------------|--------------------------------|
| Name of Academic Advisor: | Signature of Academic Advisor: |
| Email address: | Phone: _____ Date: _____ |