UNT | INTERNATIONAL AFFAIRS
International Student & Scholar Services

Graduate Student First Semester Reduced Course Load Request

To maintain F-1 and J-1 student status, international students must be enrolled in a full course of study.

- Graduate students are required to be enrolled for 9 credits.
- There are only certain reasons which U.S. Immigration will accept for enrolling less than full-time.
- *If you are dropping any classes after the drop/add period, 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 the International Student and Scholar Services office.**
- Please note that immigration regulations do not consider financial difficulties a valid reason for enrolling less than full-time.
- You will be issued a new I-20 that authorizes you to be enrolled less than full- time for the given semester.

The acceptable reasons for a full-time enrollment exemption for academic reasons are listed below. Please complete the form and have your faculty academic advisor review and sign the bottom section if approved by your academic department.

Once completed, please upload this form into the 'Graduate First Semester Reduced Course Load Request' on iNorthTX.

Biographical Data: (To be completed by the Student)		
Family Name:	First and Middle Name:	Birth Date:
Email:		UNT Student ID:
Current Degree Level:	Current Major:	Expected Completion Date:

Reason for Exemption from full-time enrollment: (To be completed by Academic Advisor)

Semester: ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

Please select the appropriate reason below. *(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 the student's 1st semester in the U.S. only*

☐ Unfamiliarity with American teaching methods.
- *Allowed in the student's 1st semester in the U.S. only*

☐ Improper Course Level Placement:
- *Advisor must provide rationale.*
- *Note: Failing a course is not an approved reason to drop a course for immigration purposes.*
- Reason why this course placement is improper (e.g. Student lacks prerequisite course work):

_____

_____

Academic Advisor Approval:
By signing this form, you are recommending that the student be approved for an exemption from full-time enrollment.
Please note: Typed signatures cannot be accepted.
Please physically sign the form or use a digitally verified signature such as Adobe.

Advisor Name and Title:	Email:
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 an ISSS Advisor.

Student Signature	Date:

International Student and Scholar Services
• 940-565-2195 (phone) • 940-565-4145 (fax) • MARQ 110 • www.international.unt.edu/immigration