



## Undergraduate Student Full Time Enrollment Exemption Request

To maintain F-1 and J-1 student status, international students must be enrolled in a full course of study each fall and spring semester (summer enrollment is optional if it is not your first semester). **For undergraduates full-time enrollment is considered to be 12 credits.** 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 semester in which you are enrolled less than full-time, please complete the following form and have your faculty academic advisor sign the bottom section, if the advisor feels that you have a valid Immigration 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 and Scholar Services office for approval. *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.** You will be issued a new I-20 that authorizes you to be enrolled less than full time for the given semester.

**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 Degree Completion Date:

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

Semester:	<input type="checkbox"/> Fall 20__	<input type="checkbox"/> Spring 20__	<input type="checkbox"/> Summer 20__
<p><b>Type 1: Academic Reasons</b> (Allowed only ONCE per degree level. Must maintain at least 6 credit hours.)</p> <p><input type="checkbox"/> Initial difficulties with English Language or initial difficulties with reading requirements. (Allowed in 1<sup>st</sup> semester only)</p> <p><input type="checkbox"/> Unfamiliarity with American teaching methods. (Allowed in 1<sup>st</sup> semester only)</p> <p><input type="checkbox"/> Improper Course Level Placement: (Advisor must provide rationale. Note: Failing a course is not a reason in itself to drop a course).</p> <p>- Reason why this course is improper:</p> <p>_____</p> <p>_____</p> <p>Course(s) to be dropped: Course Number: _____ Course Title: _____</p>			
<p><b>Type 2: Medical.</b> (Maximum one year aggregate allowed. Academic Advisor signature not necessary.)</p> <p><input type="checkbox"/> Medical Condition.</p> <p>- Submit medical documentation signed by your licensed medical doctor, licensed doctor of osteopathy, or licensed clinical psychologist. <i>Immigration will not accept letters signed by nurses, nurse practioners, or physician's assistants.</i></p> <p>- Letter must state credit hours recommended for the current semester.</p>			
<p><b>Type 3: Final Semester</b></p> <p><input type="checkbox"/> Student is completing ALL degree requirements this semester.</p> <p>- You are allowed only one final semester.</p>			

**Academic Advisor Approval:**

*(By signing this form, you are recommending that the student be approved for an exemption from full time enrollment.)*

Name and Title:	Email:
Approval Signature:	Date:
International Advisor Approval 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:
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