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

Graduate Student Full-Time Enrollment Equivalency Report

USCIS regulations require that all international students be enrolled full- time. The normal full-time course load required for international graduate students is 9 credit hours. However, there are specific situations in which full-time enrollment at the graduate school level may be defined by a different standard. The University Of North Texas Toulouse School Of Graduate Studies has defined these situations and they are listed below.

The Graduate School must approve your enrollment when you will be enrolled for less than 9 hours for one of the approved reasons listed below. Our office must have this form by the first week of classes for a 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:
Will you be travelling outside the U.S.? Yes ☐ No ☐ Approximate Dates Leaving: _____ Month/Day/Year Returning: _____ Month/Day/Year		

To be completed by Graduate School:

☐ **Type 1: Final Semester of Coursework before starting Thesis/Dissertation** for the ☐Fall 20_____ ☐Spring 20_____
  - This student is in their final semester of coursework, but is ineligible to begin thesis/dissertation or equivalent
  - Allowed for one semester ONLY-No Exceptions!
☐ **Type 2: Finished with all coursework, but not yet eligible for thesis/dissertation or equivalent**
  - Student is approved to enroll in:
    o Course #(s): _____
    o for the ☐Fall 20_____ ☐Spring 20_____ ☐Summer 20_____
  - Student must have completed all coursework
  - Examples of situations that qualify: Master's students in Counseling completing internship, Comprehensive Exams required before starting thesis or dissertation.
  - If you are a Toulouse Graduate School (TGS) scholarship recipient and/or employed as a TA/TF/RA/GSA, please contact the Graduate School to find out if you also need to submit a Course Load Exception Request Form.
☐ **Type 3: Finished with all coursework and working on Thesis/Dissertation**
  Starting in: ☐Fall 20_____ ☐Spring 20_____ ☐Summer 20_____
  - Student must have completed all coursework.
  - Requires at least 3 hours of enrollment in each semester (Fall/Spring).
  - Student must maintain continuous enrollment in Thesis/Dissertation.
  - This form only needs to be approved in the first semester of starting thesis/dissertation. Approval is given for all future semesters provided that the student is making normal progress towards their degree.
☐ **Type 4: Final Semester of Degree**
  - Student is completing ALL degree requirements in: ☐Fall 20____ ☐Spring 20____ ☐Summer 20____
  - This option is to be used for Non-Thesis options in the final semester of the degree. Student is required to take only what is required for degree.
  Student Requirements:
  - You cannot be enrolled in only online course(s).
  - You are allowed only One Final Semester.
  - You must file for graduation by the posted deadlines that Graduate School has set.

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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Graduate 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).
- Graduate students are required to be enrolled for 9 credits. There are exceptions for graduate students at certain stages of your degree. See opposite side of form.

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 Completion Date:
Will you be travelling outside the U.S.? Yes ☐ No ☐ Approximate Dates Leaving: _____ Returning: _____ Month/Day/Year Month/Day/Year		

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

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

Type 1: Academic Reasons *(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 1ˢᵗ semester only)*

☐ Unfamiliarity with American teaching methods. *(Allowed in 1ˢᵗ semester only)*

☐ Improper Course Level Placement: *(Advisor must provide rationale. Note: Failing a course is not a reason in itself to drop a course).*
- Reason why this course is improper:
_____
_____

Course(s) to be dropped: Course Number: _____ *Course Title:* _____

Type 2: Medical. (Maximum one year aggregate allowed. Academic Advisor signature not necessary.)

☐ Medical Condition.
- Submit medical documentation signed by your licensed medical doctor, licensed doctor of osteopathy, or licensed clinical psychologist. *Immigration will not accept letters signed by nurses, nurse practitioners, or physician's assistants.*
- Letter must state credit hours recommended for the current semester.

Academic Advisor Approval:
(By signing this form, you are recommending that the student be approved for an exemption from full time enrollment)

Advisor Name and Title:	Email:
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: