



REQUEST FOR LESS THAN FULL-TIME ENROLLMENT

This request must be approved by the International Student Advisor prior to withdrawing from course(s) or prior to the semester in which you plan to be less than full-time. This form should be completed by the student and Academic advisor and forwarded to the Center for International and Experiential Education.

A: To be completed by Student.

Name (Please Print) _____
(Last) (First) (Middle)

Address: _____

ID Number: _____ Phone No. _____

E-Mail Address (es) _____
(List all e-mail addresses)

Completion Date on Current I-20 or DS-2019: _____

B: To be completed by Academic Advisor or Program Coordinator.

Permission to register for less than full-time enrollment should occur rarely in a student's career. Immigration law requires an F-1 or J-1 international student to be full-time during each academic semester. Full-time enrollment is 3 DePauw credits. Under certain conditions, including language/cultural adjustment problems upon arrival, a medical problem, or final term it may be possible to drop below full-time enrollment.

PLEASE MARK THE APPROPRIATE BOX (Mark only one box)

- The new student is having difficulty with English language or reading requirements.
- The new student is unfamiliar with American teaching methods.
- The new student is unfamiliar with American culture and is having difficulty with adjustment.
- The student has been placed in the improper course level.
- The student has a medical reason for needing to be registered less than full time (attach doctor's letter).
- The student is enrolled less than full time in the final term. (**Important** – If this box is checked the student **must** graduate at the end of the term in which the student is less than full time.)

I endorse and recommend less than full-time registration for this student for the _____ semester, year _____.

Academic Advisor/Program Coordinator Signature: _____ Date: _____

Department: _____

Print Name: _____ Phone: _____

This request must be approved by CIEE prior to withdrawing from course(s) or prior to the semester in which the student plans to be less than full-time.

C: To be completed by the International Student Adviser.

Approved by International Student Advisor: _____ Date: _____

For the _____ semester, year _____