



## Request for Less than Full-Time Enrollment

Immigration law requires degree-seeking international students to be enrolled full-time during each academic semester. Under certain specific conditions listed below, the regulations allow students to temporarily drop below full-time course load and continue to maintain status. The regulations are strict and allow this as a rare occurrence during the student’s program.

Students must meet with their Major/Academic advisor to discuss and fill out this Request to reduce their semester course load to less than full-time (less than 3.0 DePauw credits) **before** adjusting their class schedules.

Upon receiving this form, *International Student Affairs* will complete the necessary administrative request in the Student and Exchange Visitor System (SEVIS) to authorize the reduction in course load.

### TO BE COMPLETED BY THE STUDENT

#### Student and Program Information

Student Name (according to passport): \_\_\_\_\_

Date of birth: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

DePauw Student ID Number: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major 1: \_\_\_\_\_ Major 1 Advisor: \_\_\_\_\_

Major 2: \_\_\_\_\_ Major 2 Advisor: \_\_\_\_\_

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY MAJOR ADVISOR(S)

#### Faculty Recommendation for Less than Full-Time Enrollment

By signing below the Major/Academic advisor(s) authorizes the drop based on the reason specified below and authorizes all resulting changes in the duration of the academic program. If the student has two major fields of study, second major advisor needs to sign in the appropriate place too.

**Please mark the reason for the request (Please mark only one box):**

- The new student is having difficulty with English language or reading requirements. *(Applicable only to students in the first year of their studies with DePauw University)*
- The new student is unfamiliar with American teaching methods. *(Applicable only to students in the first year of their studies with DePauw University)*
- The new student is unfamiliar with American culture and is having difficulty with adjustment. *(Applicable only to students in the first year of their studies with DePauw University)*

- 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
- This is the student's final term and needs less than the equivalent of full-time credits to graduate. *If student is authorized to drop below full-time enrollment based on this reason, s/he/they **must** graduate at the end of the term in which s/he/they are enrolled less than full-time.*

Major Advisor 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Major Advisor 1: \_\_\_\_\_

Department of Major Advisor 1: \_\_\_\_\_

If the student has two major fields of study, please use the fields below for proof of authorization from the second Major Advisor.

Major Advisor 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Major Advisor 2: \_\_\_\_\_

Department of Major Advisor 2: \_\_\_\_\_

### **Submission instructions**

Please note that this form shall be fully completed and submitted along with supporting document(s) (if applicable) before the student adjusts their class schedule. In cases of requests due to medical reasons (when they are clear before the start of the term) or final term request the student needs to duly submit this form before the start of the term for which the less than full-time enrollment is requested.

Please return the fully completed form with supporting document(s) (if applicable) to:

International Student Affairs Center for Diversity and Inclusion  
5 West Hanna St.  
Greencastle, Indiana 46135, USA

+1-765-658-4850

[intlstudents@depauw.edu](mailto:intlstudents@depauw.edu)

If you have any questions, please do not hesitate to contact the ISA Office for more information.