



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:
Will you be travelling outside the U.S? Yes <input type="checkbox"/> No <input type="checkbox"/> Approximate Dates Leaving: _____ Returning: _____ Month/Day/Year Month/Day/Year		

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__
Type 1: Academic Reasons <i>(Allowed only ONCE per degree level. Must maintain at least 6 credit hours.)</i> <input type="checkbox"/> Initial difficulties with English Language or initial difficulties with reading requirements. <i>(Allowed in 1st semester only)</i> <input type="checkbox"/> Unfamiliarity with American teaching methods. <i>(Allowed in 1st semester only)</i> <input type="checkbox"/> Improper Course Level Placement: <i>(Advisor must provide rationale. Note: Failing a course is not a reason in itself to drop a course).</i> - Reason why this course is improper: _____ _____ _____ <i>Course(s) to be dropped: Course Number: _____ Course Title: _____</i>	
Type 2: Medical. (Maximum one-year aggregate allowed. Academic Advisor signature not necessary.) <input type="checkbox"/> Medical Condition. - 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 practitioners, or physician's assistants.</i> - Letter must state credit hours recommended for the current semester.	
Type 3: Final Semester <input type="checkbox"/> Student is completing ALL degree requirements this semester. - You are allowed only one final semester.	
Academic Advisor Approval:	
<i>(By signing this form, you are recommending that the student be approved for an exemption from full time enrollment.)</i>	
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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