

Reduced Enrollment Request Form

To be completed by student

Name: _____ Student ID#: _____ SEVIS ID# N00 _____

Email: _____ Tel#: _____

Department: _____ Degree Level: _____

Completion date on current I-20 form: _____

To be completed by Academic Advisor/Course Instructor

- Students may be authorized for a reduced course load one time only per degree level. To receive authorization this completed form must be endorsed by the academic adviser and returned to the UND International Center.

- Students must receive confirmation of authorization of less than full-time enrollment from the International Student Advisor **before** they drop a course. **Failure to receive this advance authorization will result in the student's loss of valid non-immigrant status.**

- University policies state that undergraduate students are considered full-time only if they are registered for and complete at least 12 credits per semester. A graduate student is full time with 9 credits. A graduate student with an assistantship must complete a minimum of 6 credits per semester

- The reasons listed below are currently the only reasons listed by U.S. Department of Homeland Security as valid reasons for authorizing reduced enrollment. **If none of the reasons listed fit with the student's situation, the student is not eligible for a reduced course load so please do not sign this form!**

Semester Requested: Summer 20____ Fall 20____ Spring 20____
Intended number of credits: _____

Reason for Request

- Illness or medical condition (must have supporting letter from physician)
- Initial difficulty with English language (first or second semester only)
- Initial difficulty with reading requirements (first or second semester only)
- Unfamiliarity with American teaching methods (first or second semester only)
- Improper course level placement (any term)

I endorse and recommend less than full-time registration for this student during the semester requested.

Signature: _____ Date: _____

Name and title: _____

Campus Phone : _____ Email: _____