

Authorization for Less Than Full-Time Enrollment

How to complete this form:

Step 1: STUDENT: Fill out the top portion of the form.

Step 2: ACADEMIC ADVISOR: Fill out the bottom half of the form.

Step 3: STUDENT: Return the completed and signed form and any other required documentation to the CIE Main Office in Garland 138.

Date Stamp Here

Note: This must be re-submitted each term.

STUDENT:

Last Name _____ First Name _____

UWM Student Number: 99 _____

Email address _____

Semester Fall Spring Year _____

FCE

Alerts Log

DSO Initials

ACADEMIC ADVISOR:

All international Students with the visa status F-1 or J-1 are required by federal law (8CFR) to be enrolled full time. (Undergraduates 12 credits, Graduate Students 8 credits) This form is used to verify that the student named above qualifies for one of the exceptions to full-time as designated by the USCIS (United States Citizenship and Immigration Service) Check the one that applies to this student:

- The student has an illness or medical condition that requires a smaller class load. **This situation also requires an official letter from a medical practitioner documenting the situation and recommending a smaller course load.**
- The student is having initial difficulty with the English Language, is unfamiliar with American teaching methods, or was placed at an improper course level. **This only applies to the student's first semester in the U.S.**
- The student will complete his/her degree at the end of the semester and _____ credit hours are required for graduation. **This is an acceptable reason for less than full time enrollment for 1 semester only. Zero credit hours are not permitted nor only enrolled in course title "Candidate for Degree". Student should remember to apply for Optional Practical Training prior to program completion.**
- The student will complete all coursework required during this semester before beginning thesis only required/ dissertation hours in the following semester. (Ensure the student applies for thesis-only or dissertator status.)

Academic Advisor's Signature

Date

Academic Advisor's Name & Extension