

International Student Admissions

10 South 2nd St., Box 1706, Reading, PA 19603
(610) 372-4721, Ext. 5259
(610) 607-6257 - Fax



Request for Authorization for a Reduced Course Load (less than full-time enrollment)

International students in F-1 status are required to be registered full-time during Fall and Spring semesters each year. Students who will be enrolled for less than 12 credits during the Fall or Spring **must receive approval from the International Advisor, before dropping below full-time enrollment**, in order to maintain legal status.

Student: Please complete the following information, and then give this form to your International Advisor if you are seeking approval for a reduced course load due to academic reasons. For medical reasons, see below.

Student Name (please print): _____

Student ID Number: _____

I am seeking authorization to drop below full-time enrollment for the following semester: _____

I plan to register for _____ credits during the semester.

Student's Signature: _____

The student named above will be enrolled for less than a full course of study during the above-named semester for the following reason (check one):

- Initial academic difficulty due to problems with the English language or due to the reading requirements. *This reason may only be used once, generally during the first semester. The student must register for at least 6 credits.*
- Initial academic difficulty due to student being unfamiliar with U.S. teaching methods. *This reason may only be used once, generally during the first semester. The student must register for at least 6 credits.*
- Student placed in an improper course level. *This reason may only be used once, generally during the first semester. The student must register for at least 6 credits.*
- Student will complete the program in the semester indicated above and needs less than a full course load to complete the program.

STUDENTS APPLYING FOR PART-TIME BECAUSE OF FINAL SEMSTER:

If you are applying for part-time authorization because you think you will complete your program in the current semester, you must be certain that you will finish by the last day of the semester. If you do not complete your program, even if the ISA Office has authorized you, you will be in violation of your immigration status. If there are doubts, ISA recommends that you enroll in a full course of study.

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I understand that even if I am approved for part-time authorization for completing a course of study that I will be in violation of my immigration status if I am not done by the final day of this semester.

STUDENT'S SIGNATURE

International Advisor's Signature: _____ Date: _____

Printed Name: _____ Department: _____

MEDICAL REASONS: For approval to drop below full-time enrollment for a medical reason, documentation from a health care professional must be attached.

<i>FOR OFFICIAL USE ONLY:</i> SEVIS authorization: <input type="checkbox"/> yes <input type="checkbox"/> no International Advisor: _____ Date: _____
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