



## Part-Time Enrollment Authorization for F-1 Students

MSUM International Programs Office,  
Flora Frick 153, (218)-477-2956  
Updated June 2009

Directions: In order to help students maintain their nonimmigrant status and comply with federal immigration regulations, this form must be filled out and authorization obtained from The International Programs Office **BEFORE** any international student in F-1 status may be permitted to enroll for less than a full-time course load. (Full time is defined by the USCIS as a Minimum of 8 semester hours for graduate students and 12 semester hours for undergraduates).

### **To be completed by Student:**

Family Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
(Month/Day/Year)  
Student ID Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Medical Condition:** If you are seeking authorization to drop below full-time because of a medical condition, you do not need to submit this form. Instead see the information sheet titled "**Part-Time Enrollment Authorization for Medical Conditions**" and follow the instructions provided there.

**Long Distance Education/On-Line Classes:** Only **one** on-line or distance education class can be counted **each semester** toward full-time equivalency. The class is considered "on-line" or "distance education" if it does not require the student's physical attendance in a classroom for classes, exams, or "other purposes integral to completion of the class." These include courses offered "principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, satellite, audio conferencing, or computer conferencing."

I acknowledge that the information provided on this form is accurate and correct to the best of my knowledge, and I understand that I am responsible for knowing the regulations pertaining to part-time enrollment, and that I am responsible for any problems caused by providing inaccurate information on this form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Month/Day/Year)

**Please return this form to Greg Wymer in the International Programs Office.**

**To be completed by Academic Advisor:**  
**(Students should NOT fill in this portion of the form)**

U.S. immigration law requires international students to register for full-time study during each fall and spring semester. Full-time study is defined as 12 semester hours of registration for undergraduates and a minimum of 8 semester hours for graduate students. The United States Citizenship and Immigration Services accept only certain circumstances to justify enrollment for fewer hours. Since you may be in the best position to supply information about this student's academic situation, we are asking you to indicate which of the following situations, if any, explains why the student is requesting to be dropped below full-time. Please check the item that applies. If you wish to add comments, please add them on the reverse side of this page.

Degree Objective and Major: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_  
(Month/Year)

This form covers the (*check one only*) \_\_\_\_\_ Fall \_\_\_\_\_ Spring semester of 20 \_\_\_\_\_  
(This form must be completed for EACH semester a student wishes to attend part-time.)

**Please check one of the following reasons this student is requiring authorization to drop below a fulltime course load. (This must be entered into the federal SEVIS system.)**

1. \_\_\_\_\_ Student is experiencing academic difficulty because:

\_\_\_\_\_ Student is in first year of study and is having initial difficulty with the English language.

\_\_\_\_\_ Student is in first year of study and is having initial difficulty with reading requirements.

\_\_\_\_\_ Student is in first year of study and is unfamiliar with American teaching methods.

\_\_\_\_\_ Student has been advised to drop a course because of improper course level placement.

(This option may be used only ONCE per degree level, and the student must still register for **6 semester hours**)

2. \_\_\_\_\_ Student is in the final semester and will complete the course of study in the current semester.  
(This can be used only once per degree level.)

**Please check one of the following reasons this student is requiring authorization to drop below full-time course load, but is considered equivalent to full-time. (This is not required to be entered into the federal SEVIS system.)**

3. \_\_\_\_\_ Student has a graduate assistantship and is registered for at least six hours; this department has approved this student to be considered enrolled full-time.

4. \_\_\_\_\_ Student is engaged in full-time Curricular Practical Training as authorized by the International Programs Office.

5. \_\_\_\_\_ Student is concurrently enrolled at the Minnesota State University Moorhead and another institution, and the courses taken at the other institution will apply to the degree requirements here at MSUM. (Students note: This also requires completion of Concurrent Enrollment form.)

**Academic Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Academic Advisor Name** (print) \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_