

Reduced Course Load Authorization

To maintain F-1 student status, international students must be enrolled in a full course of study each fall and spring semester (summer enrollment is optional). For undergraduates, full-time enrollment is considered to be 12 hours. Graduate students are required to enroll in 9 hours. There are valid academic and medical reasons for enrolling less than full-time, as listed below. For any semester you are enrolled less than full-time, please complete the following form and have your academic advisor sign the bottom section. This will clarify any questions regarding your enrollment status. This form is due on or before the last day of drop/add period for the semester.

To be completed by student:

Family name _____ First Name _____

CIU Student I.D. Number _____ Country _____

Local Address: _____ Box #: _____

E-mail _____ Telephone _____

Degree Program: BS/BA __ Master's __ Major _____ Credits Taken to Date _____

Anticipated Completion Date: _____ Completion Date on Current I-20: _____

I hereby certify that the reason for less than full-time enrollment is correct.

Student's Signature _____ Date _____

To be completed by Academic Advisor:

Semester: Fall __ Spring __ of _____ Number of credit hours currently enrolled: _____

Indicate why you recommend the student enroll less than full-time: (check all that apply)

___ Medical condition: please explain on a separate piece of paper or via e-mail to rick.swift@ciu.edu

___ Initial difficulties with the English language

___ Initial difficulty with U.S. teaching methods

___ Initial difficulties with reading requirements

___ Improper course level placement

___ Student in last semester of degree program

___ Other: _____

Please note: United States Bureau of Citizenship and Immigration Services does not consider financial or scheduling difficulties to be valid reasons for enrolling less than full-time.

Academic Advisor: _____ Department: _____

Telephone: _____ Email: _____

Academic Advisor's Signature: _____ Date: _____