

## UNDERENROLLMENT STATUS REPORT GRADUATE STUDENTS

International students in F-1 and J-1 Status are required to maintain full time enrollment during the school year. If you will not meet the requirement, you must complete this form. **PLEASE NOTE:** Underenrollment must be pre-approved by OISS. Federal regulations severely limit a student's ability to underenroll. If you drop below fulltime without authorization, OISS is required to report this to the immigration via the SEVIS system and you will be in violation of your student status. Please read this form carefully.

### THIS SECTION TO BE FILLED OUT BY THE STUDENT

Student Name:				# of credits this semester:			
Student #:			SEVIS ID#				
Degree Objective:		Master's		<input type="checkbox"/>	PhD		<input type="checkbox"/>
I will be underenrolled for		Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>	Summer	<input type="checkbox"/>
						20__	

### THIS SECTION MUST BE READ BY THE STUDENT AND COMPLETED BY THE ACADEMIC ADVISOR/MAJOR PROFESSOR

**Students and Advisors please note:** Immigration regulations limit use of use reasons 1 through 4 to **once per degree**. This is not one time for each reason, but one time **per degree** for the reasons listed in 1 through 4.

**Reason for underenrollment (please check one only):**

- 1. Initial difficulty with reading requirements (used in first semester of study)
- 2. Initial difficulty with English language (used in first semester of study)
- 3. Unfamiliarity with American teaching methods (used in first semester of study)
- 4. Improper course placement (appropriate any time during the course of study)

**Reasons below can be used even though reasons 1 through 4 might have been used in the past.**

- 1. Last semester exemption (student must graduate this semester)
- 2. Taking zero credits because enrolled in 7040.
- 3. Medical condition that prevents full time study (student **must** provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist) **This reason has a 2-semester limit.**

\*Continued on page 2

**GRADUATE STUDENTS IN LAST SEMESTER**

**THIS SECTION MUST BE READ BY THE STUDENT AND COMPLETED BY THE ACADEMIC ADVISOR/MAJOR PROFESSOR**

**Approval for underenrollment will be granted only with a thesis defense date or exam/final project presentation date. Immigration regulations require OISS to set a specific date for program completion on the I-20. If date cannot be set, student must enroll full time for this semester.**

Please check one:

Thesis/Dissertation

Non-Thesis/Dissertation

Defense date: \_\_\_\_\_ / \_\_\_\_\_ /20

Exam/Final Project Date: \_\_\_\_\_ / \_\_\_\_\_ /20

<b>Academic Advisor or Major Professor:</b>	
Name of Department:	Phone:
Signature:	E-mail:
Printed name:	Date:

<b>For OISS Staff Use:</b>		
Determine student eligibility, approve, or deny, give copy to student, enter into SEVIS, and keep copy in the file.		
Approved   <input type="checkbox"/>	Denied   <input type="checkbox"/>	Student to be full time by: _____
OISS signature:		