

## UNDERENROLLMENT STATUS REPORT UNDERGRADUATE 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 out of 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: Bachelor's <input type="checkbox"/>			
I will be underenrolled for    Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> 201__			

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

**Students and Advisors please note:** According to SEVIS, students can only use reasons 1 through 4 **once per degree**. This is not one time for each reason, but one time **per degree** within 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. 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.**

<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: _____		