



International Programs Office
 Administration Building, 3rd Floor
 Stop 8054
 Pocatello, ID 83209-8054
 Telephone: (208) 282-2941
 FAX: (209) 282-4314
 E-mail: basshaw@isu.edu
 Web: <http://www.isu.edu/iso/>

Part-Time Enrollment Form

SEVIS requires that you enroll for a full course of study every fall & spring semester: 12 credit hours for undergraduate students and 9 credit hours for graduate students. **Before enrolling part-time you must receive approval from the International Programs Office! Exceptions to full-time studies can be authorized by the IPO for the reasons below.**

Please check the appropriate box below

Reason	Procedure for authorization	Limit
Initial difficulty with English (spoken or written)	<input type="checkbox"/> Academic Advisor checks here for this recommendation	1 semester per program level
Unfamiliarity with U.S. teaching methods	<input type="checkbox"/> Academic Advisor checks here for this recommendation	1 semester per program level
Improper course level placement	<input type="checkbox"/> Academic Advisor checks here for this recommendation	1 semester per program level
Medical condition	<input type="checkbox"/> Attach a letter from your medical provider that outlines how many credits you should take, treatment you are undergoing and the duration of that recommendation.	12 months each per program level
Student is enrolled at both ISU and another school (concurrent enrollment)	<input type="checkbox"/> Student must notify IPO by providing printout of paid registration at second school. Enrollment in both schools must <i>total</i> full-time enrollment requirements.	Not limited
Undergraduate who needs fewer than 12 credits to complete last term.	<input type="checkbox"/> Academic Advisor checks here if this is your final semester of coursework	Last term only!
Master's or Ph.D. student who needs fewer than 9 credits to complete last term	<input type="checkbox"/> Academic Advisor checks here if this is your final semester of coursework	Last term only!
Master's or Ph.D. student who has finished all coursework and only needs to complete research, thesis, dissertation, or comp	<input type="checkbox"/> Academic Advisor checks here if you are working on your dissertation or thesis	Not limited, but must be renewed each semester.
Master's or PhD student whose program is not offering enough required courses to make at least 9 credits.	<input type="checkbox"/> Academic Advisor checks here if he/she can certify that your program does not offer enough required courses for the semester in question and that you do not need any more elective credits to graduate.	Limited to students who are approaching comprehensive exams and/or thesis or dissertation phase. Must be renewed for each term.

ALL of the following fields must be completed before submitting this form to the International Programs Office:

Student's Last (Family) Name: _____ First Name: _____

SEVIS ID (upper left corner of I-20): N _____ Bengal ID: _____

Advisor's Full Name: _____ Academic Department: _____

Bases upon the reason checked above, I recommend that this student be enrolled for part-time credits for the _____ semester. His/her projected graduation date is: _____

Advisor Signature: _____ Date: _____