

## PART-TIME ENROLLMENT

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 Shawn Bascom for the reasons below.**

Reason	Procedure for authorization	Limit
<b>Initial difficulty with English language or reading requirements</b>	<input type="checkbox"/> Your academic advisor must check here if it is recommended that you drop below FT credits for this reason	1 semester per program level (i.e. 1 term each at Bachelor's, Master's, & Ph.D. level)
<b>Unfamiliarity with U.S. teaching methods</b>	<input type="checkbox"/> Your academic advisor must check here if it is recommended that you drop below FT credits for this reason	1 semester per program level (i.e. 1 term each at Bachelor's, Master's, & Ph.D. level)
<b>Improper course level placement</b>	<input type="checkbox"/> Your academic advisor must check here if it is recommended that you drop below FT credits for this reason	1 semester per program level (i.e. 1 term each at Bachelor's, Master's, & Ph.D. level)
<b>Medical condition</b>	You must 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 (i.e. 1 year during Bachelor's degree, 1 year during Master's degree, etc)
<b>Student is enrolled at both ISU and another school (concurrent enrollment)</b>	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.
<b>Undergraduate who needs fewer than 12 credits to complete last term.</b>	<input type="checkbox"/> Your academic advisor must check here if this is your final semester of <b>coursework</b>	Last term only! If the student does not <b>graduate</b> , he/she must request a reinstatement with immigration.
<b>Master's or Ph.D. student who needs fewer than 9 credits to complete last term</b>	<input type="checkbox"/> Your academic advisor must check here if this is your final semester of <b>coursework</b>	Last term only! If the student does not complete all required <b>coursework</b> , he/she must request a reinstatement with immigration.
<b>Master's or Ph.D. student who has finished all coursework and only needs to complete research, thesis, dissertation, or comp. exam</b>	<input type="checkbox"/> Your academic advisor must check here if you are working on your <b>dissertation or thesis</b>	Not limited, but must be noted each semester.
<b>Master's or PhD student who is approaching completion of coursework and is making normal academic progress but whose program is not offering enough required courses to make at least 9 credits.</b>	<input type="checkbox"/> Your academic advisor must check here if he or 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.

Student's Family Name \_\_\_\_\_ First Name: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_ Bengal ID \_\_\_\_\_

Advisor's Full Name: \_\_\_\_\_

Academic Department: \_\_\_\_\_

Based 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's signature \_\_\_\_\_ Date: \_\_\_\_\_