

OFFICE OF INTERNATIONAL STUDENT SERVICES
386-226-6579
FAX: 386-226-7920
REQUEST FOR LESS THAN FULL-TIME ENROLLMENT

A. To be completed by the student:

Family Name _____ First Name _____

Student ID# _____ Telephone # _____

Local Address _____

Major _____ Degree _____ Anticipated Completion Date _____

IMPORTANT NOTE: Financial aid awards are based on full-time attendance (Undergraduate is 12 credits per semester/Graduate student is 9 credits per semester). Students not in full-time attendance will forfeit their financial aid assistance.

By Immigration law, an international student must be full time during each fall and spring semester. Permission to register for less than full time should occur rarely in a student's career. Indicate below the reason the above named student is unable to maintain full time status. This form is to be endorsed by the academic advisor and forwarded to the Office of International Student Services.

B. To be completed by Academic Advisor

Semester _____ Number of Credits of Registration _____

____ The student is having difficulty with the English language or reading requirements.

____ The student is unfamiliar with American teaching methods.

____ The student has been placed in the improper course level.

____ The student needs less than a full course load to finish the degree program.

____ The student has completed all formal course work and is engaged in a thesis.

____ The student has a medical condition preventing them from being registered full time. (Must submit official medical documentation).

____ Other _____

I endorse and recommend less than full time registration for this student during the semester requested.

Academic Advisor _____ Phone _____

Approved by International Student Services _____ Date _____