

International Student Office
Academic Advisor's Less than Full time Enrollment
Recommendation Form

Due to immigration regulations, foreign students with F-1 or J-1 visa types must be enrolled full time for fall and spring semesters. Full time enrollment for graduate students is 9 credit hours. Full time for undergraduate students is 12 credit hours.

There are a few academic exceptions to the full time enrollment rules. However, these exceptions must be documented. To make the process of documentation easier, the International Student Office has developed a form with exceptions allowed by the Department of Homeland Security. Please indicate the appropriate exception and forward this form to our office.

Academic Exceptions:

I understand that _____ (student's name) is a foreign student who must be enrolled full time during the fall and spring semester. However, after careful consideration I believe the student would benefit from being enrolled less than full time for the following academic reasons:

_____ Initial difficulties with English language or reading requirements. (Allowed only during 1st year of studies)

_____ Unfamiliarity with American teaching methods and/or improper course level placement. (Allowed only during 1st year of studies)

_____ Student is in his/her final semester of course work and only needs _____ credit hours to complete degree requirements. The expected date of degree completion is _____ (month/year)

_____ The student is a graduate assistant (teaching or research) in the department of _____ (department name) and is considered to be a full time student with _____ credit hours and the graduate assistantship assignment.

Academic Advisor's Signature: _____

Department: _____ Date: _____

Student's Name _____ ID# _____

Revised: 9/2008

West Texas A&M University