

International Student Office

Notification of Less than Full Time Enrollment

F-1 and J-1 students are required by U.S. immigration law to be enrolled full time during the fall and spring semesters. For undergraduate students, full time study is 12 semester credit hours. For graduate students, full time study is 9 semester credit hours.

There are limited exceptions to the “full time” requirement as per the U.S. immigration service. In addition, the student must notify the International Student Office of less than full time enrollment **PRIOR** to registration. Documentation for less than full time enrollment must be submitted to the International Student Office. This form should be used by the student to provide advance notification. In addition, an “Academic Advisor’s Less than Full Time Recommendation Form” is also required.

Questions concerning immigration-based full time enrollment rules should be directed to the International Student advisors at 651-2073.

Please check all that apply:

- I have a medical condition that does not allow me to register full time. (A physician’s letter is required to substantiate a medical waiver).
- I have initial difficulties with the English language or reading requirements. (Advisor’s or instructor’s letter of recommendation required).
- I have initial academic difficulties due to my unfamiliarity with American teaching methods, and/or improper course level placement. (Advisor’s letter required).
- This is my final semester of enrollment for my current degree program. I will complete my degree by ____ (month) ____ (year). I understand that if I fail to complete my degree program by this semester, I may be considered out of status. (Advisor’s confirmation memo required).
- In addition to my enrollment at West Texas A&M, I am also enrolled in ____ hours at _____ (name of school). Attach documentation of registration at the other institution. I understand that I must provide proof of completion of any courses taken at the other school to the ISO at the end of the semester.
- I am a graduate assistant (teaching or research) and my department considers 6 credit hours and assistantship assignments as counting as full time enrollment.

Note: This form alone is insufficient to provide documentation for less than full time enrollment. Please provide additional documentation as indicated.

Name: _____ Student ID# _____

Student’s Signature: _____ Date: _____

Revised: 9/2008

West Texas A&M University