

Reduced Course Load Form

Medical or Academic Certification for International Students Enrolled Less Than Full-Time

Name of Student: _____
 Family/Last Name Given/First Name Student Tech ID

Degree Program: _____ Anticipated Graduation Date: ____/____/____
 mm / dd / yy

Check box for semester and list year:

This form covers the following semester: ☐ Fall 20____ ☐ Spring 20____ **A new form is required for each Semester**

U.S. Immigration law requires international students to ENROLL IN AND COMPLETE a full-time course of study during each Fall and Spring Semester. Full-time study is defined as twelve (12) credit hours for undergraduates and six (6) credit hours for graduate students. Audited courses **DO NOT count toward full-time enrollment. Students are required to receive approval from the International Center **BEFORE** dropping below the required number of credits in order to remain in status with Department of Homeland Security (DHS).**

Medical Reasons only: As a medical/mental health professional, I identify this student:

- ☐ Has a temporary illness or medical condition. Attach documentation/letter each semester from a licensed medical doctor, doctor of osteopathy, or licensed psychologist to recommend registration for less or no credits based upon the situation. *No academic adviser signature required.*

The Department of Homeland Security (DHS) has approved the academic circumstances listed below. Since Academic Departments are in the best position to provide information about this student's academic progress, we are asking an Academic Representative to indicate which of the following circumstance explains why the student will not register full-time. **Only one reduction in course load may be authorized for academic difficulty during the entire program of study.**

Academic Advisers, Faculty Members and/or Department Chairs, please check the item that applies. I recommend that this student be considered engaged in a full course of study because the student:

- ☐ is experiencing initial difficulties with reading requirements or with the English language (**needs to enroll in ESL classes**). **Academic Difficulty—cannot drop below ½ time.**
- ☐ is in the first academic year and is unfamiliar with American teaching methods (**Academic Difficulty—cannot drop below ½ time**).
- ☐ has been advised to drop a course because of improper course level placement (**Academic Difficulty—cannot drop below ½ time**).
- ☐ has completed other required coursework and is working full time on thesis/paper. *Must register for Thesis/APP credit.*
- ☐ is graduating this term and is completing all of the degree requirements.
- ☐ is enrolled in a full academic program or full-time internship as specified by the academic unit (*i.e., Co-op educational program with registration in course 398*)
- ☐ is enrolled concurrently at another college/university. Total credit hours taken at MSU and host institution must equal full-time enrollment. **Student and advisor must submit "MSU Concurrent Enrollment Form."**

I am aware of the circumstances described above and have reviewed the educational implications for this student.

Signature - Academic Advisor, Faculty Member or Dept. Chair _____ Print Name-Academic Advisor, Faculty Member, or Dept. Chair _____ Date ____/____/____

Department: _____ Phone Ext.: _____

Please return ASAP to: Kearney International Center, by campus mail or in person to CSU250

KEARNEY INTERNATIONAL CENTER Use only

Exception Approved By _____ Date ____/____/____
 Kearney International Center Staff Signature _____ Date - _____

Date entered
in ISRS /
SEVIS ____

