

INSTRUCTIONS

International students who are in the United States in F-1 visa status are required by law to maintain full-time student status every semester/quarter/term of the academic year. Immigration regulations allow very limited reasons for a student to engage in less than full-time enrollment. The basic exceptions are outlined below. If the student does not meet one of these exceptions, they must contact the Office of International Services (OIS) immediately to determine the proper course of action **prior to** making any changes in their full-time enrollment. Failure to receive approval from a Designated School Official (DSO) in the OIS may result in termination of the F-1 student's visa status.

This form must be submitted along with any required documents to the OIS either in person or via email to [international@uthscsa.edu](mailto:international@uthscsa.edu). Within 10 business days, the OIS will review the request and inform the student if the request has been approved or if additional information or documents are required.

TO BE COMPLETED AND SIGNED BY STUDENT'S ACADEMIC ADVISOR OR EQUIVALENT (UNDERGRADUATE STUDENTS), CHAIR OF COMMITTEE ON GRADUATE STUDIES (GRADUATE STUDENTS) OR PROGRAM DIRECTOR (PROFESSIONAL STUDENTS/DENTAL RESIDENTS/INTERNS)

Name of Student: \_\_\_\_\_

The aforementioned student is seeking authorization to drop below full-time student status during the following academic term(s): \_\_\_\_\_. During this term(s), the student will be registered for \_\_\_\_\_ credits. (A student authorized for a reduced course load for English language or reading difficulties, unfamiliarity with American teaching methods, or improper course level must continue to be enrolled in at least 6 hours per term.)

The reason for this request is: (Please check appropriate box.)

The student is having difficulties with the English Language or reading requirements (**NOTE:** This exception may only be used during the first term.) [8 CFR 214.2 (f)(6)(iii)(A)]

The student is unfamiliar with American teaching methods (**NOTE:** This exception may only be used during the first term.) [8 CFR 214.2 (f)(6)(iii)(A)]

The student has been placed in the improper course level. (**NOTE:** This exception may only be used during the first term.) [8 CFR 214.2 (f)(6)(iii)(A)]

The student needs less than a full course load to complete the degree program in the final academic term of the program of study. (**NOTE:** The student must complete the degree program by the end of the term in which this authorization is granted or he/she is out of status. (**NOTE:** You must attach a copy of the approved Request for Designation of Final Hours form. The form is available on the Office of the Registrar's website.) [8 CFR 214.2 (f)(6)(iii)(C)]

The student has a temporary illness or medical condition preventing him/her from enrolling full-time. (**NOTE:** You must attach medical documentation from a licensed medical doctor or clinical psychologist.) [8 CFR 214.2 (f)(6)(iii)(B)]

I recommend less than full-time enrollment for this student during the semester(s) requested for the reason indicated above.

\_\_\_\_\_  
Signature of Academic Advisor/COGS Chair/Program Director

\_\_\_\_\_  
Date

Name of Academic Advisor/COGS Chair/Program Director: \_\_\_\_\_

Email of Academic Advisor/COGS Chair/Program Director: \_\_\_\_\_