

Permission to Register Less than Full-time (Reduced Course Load)

This form is to be endorsed by the academic advisor/department head/authorized staff and submitted electronically to <http://internationalservices.wvu.edu/?go=ReducedCourseLoad>.

Submission of this form does not guarantee that the request for less than full time enrollment will be approved by ISSS.

A. To be completed by the student

Family Name _____ First Name _____

WVU Student ID#: _____ SEVIS # N _____

Phone # _____ MIX Email _____

Immigration regulations require full time attendance (for an undergraduate student a minimum of 12 credits per semester; for a graduate student a minimum of 9 credits per semester), except when in final semester and/or with approval from ISSS. Students who drop below full-time without approval will be out of status.

By requesting less than full-time without any medical condition verified by a physician, you are declaring and acknowledging that this is your FINAL semester and you need fewer credits than full-time credits to complete your undergraduate degree, or have completed all course work, and in final stage of your dissertation/thesis problem report, and/or expected to graduate this semester. As a result, be advised that your SEVIS record and your updated I-20/DS-2019 may have a shortened program end date which will be the end of this current semester. By indicating below the last day of final exams and signing below, you are agreeing to the conditions of requesting less than full-time status.

New End date on my current I-20/DS2019 _____ Student Signature _____

B. To be completed by the Academic Advisor or Authorized Personnel

By immigration regulations, an international student must be full-time registered during each fall and spring semester. Permission to register for less than full-time should occur rarely in a student's career. Graduate Assistants require full time registration during all semesters of employment. Indicate below the reason the above named student is unable to maintain full time status:

Semester _____ (ex. Fall 2018)

Number of registered credits to be taken during requested term _____

- The student needs less than a full course load to finish their degree program this semester. (Note: Final program requirement may not be an online course and the course(s) cannot be only for administrative purposes.)
- The student has completed all coursework, and is in final stage on his/her dissertation/thesis/problem report.
- The student has a medical reason for needing to be registered less than full time (attach medical documentation from US physician)

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

Name _____ Date _____
(Academic Advisor/Authorized Personnel Designated by Dept. – PRINT CLEARLY)

Signature _____ Phone (Extension) _____

Approved by International Students & Scholars Services _____ Date _____