



International Student Services
Global Engagement Office
Email: ISS@scu.edu

Phone: (408) 551-7037 Fax: (408) 554-2340

REQUEST FOR LESS THAN FULL-TIME ENROLLMENT

Federal Regulations stipulate that during the course of a study within one program level, an F-1 nonimmigrant can only be authorized on **ONE** occasion to reduce his or her course load due to academic difficulties, and must resume a full course at the start of the next available term or session, excluding summer session. A reduced course load must consist of at least half the clock hours required for a full course of study. According to the USCIS regulations, students on an F-1 visa must be enrolled full-time each academic term (excluding summer sessions) at Santa Clara University. This form should be completed by the student and faculty advisor and forwarded to the International Student Services Office.

A. Reduced Course Load: to be completed by the student

Name _____ Student ID _____ Telephone _____
Email _____ Degree _____ Major _____

Have you requested a reduced course load previously? If yes, please explain _____

If this is your final term, will you be applying for OPT?

- Yes
 No

B. Reduced Course Load: to be completed by the faculty advisor

Academic Term Requested _____

Acceptable academic reasons for a drop below full-time status for immigration purposes (please check one):

- The student is having difficulty with English language (*normally available during the first quarter/semester of study*).
- The student is having difficulty with the reading requirements of the course.
- The student is unfamiliar with American teaching methods (*normally available during the first quarter/semester of study*).
- The student has been placed at an improper course level (*in addition to this form, please provide a letter of assessment verifying that student was improperly placed in a course that has proven too difficult for his/her current level of academic ability and recommendation that he/she is allowed to withdraw from that course*).
- Final quarter/semester and less than a full course load needed to graduate (*petition to graduate must be on file*).
- The student has a medical reason which requires less than full-time enrollment (*student must attach medical documentation from a US-based physician clearly stating the recommendation to take a reduced course load*).

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

ADVISOR NAME _____ SIGNATURE _____ Date _____

D. To be completed by the USCIS Designated School Official at the International Student Services Office:

Approved by USCIS Designated School Official _____ Date _____