

Request for Authorization to Drop below Full-Time Enrollment

International students who are in the United States as F-1 Status are required by law to maintain full-time status every semester for each academic year. **“Full-time student status” is generally defined as 12 credits for undergraduates and 9 credits for graduates each academic term.** The US. Citizenship and Immigration Services (USCIS) allows very limited reasons for a student to engage in less than full-time enrollment. The basic exceptions are outlined below. You must contact the International Student Services office prior to dropping below full-time status. Failure to receive approval by a Designated School Official (DSO) in the US office may result in you being out of status and deportable from the United States.

The following section must be completed by the Designated School Official:

Name of Student:

The student named above is seeking authorization to drop below full-time student status during the following academic term:

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

- The student is having initial difficulties with the English language or reading requirements. (N/N)

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8 CFR 214.2 (f)(6)(i)(B) Undergraduate study at a college or university, certified by a school official to consist of at least twelve semester or quarter hours of instruction per academic term in those institutions using standard semester, trimester, or quarter hour systems, where all undergraduate students who are enrolled for a minimum of twelve semester or quarter hours are charged full-time tuition or are considered full-time for other administrative purposes, or its equivalent (as determined by the district director in the school approval process), except when the student needs a lesser course load to complete the course of study during the current term.

8 CFR 214.2 (f)(6)(iii) Reduced course load. The designated school official may allow an F-1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). Except as otherwise noted, a reduced course load must consist of at least six semester or quarter hours, or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study. (Paragraph (f)(6)(iii) revised effective 1/1/03; [67 FR 76256](#))

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22 CFR 514.23(e) Full course of study requirement. Exchange visitor students shall pursue a full course of study at a post-secondary accredited educational institution in the United States as defined in Sec. 514.2, except under the following circumstances:

- (1) *Vacation*. During official school breaks and summer vacations if the student is eligible and intends to register for the next term. A student attending a school on a quarter or trimester

