OFFICE OF INTERNATIONAL STUDENT SERVICES
2400 6th Street NW, Administration Building # G10
Washington, DC 20059
Tel: 202-806-2777/2775

PART-TIME ENROLLMENT CERTIFICATION FORM

Students with F-1 and J-1 immigration status are required by U.S. immigration regulations to maintain full-time registration status for the duration of their academic programs. Full-time status is defined as registration for a minimum of 12 credit hours for undergraduates and 9 credit hours for graduate students. However, these regulations allow students to register for less than full-time credit hours under limited circumstances, listed below. Your dean or academic Advisor must recommend and approve the appropriate reason. **Return the completed form to the Office of International Student Services so that the form may be processed by USCIS.**

TO BE COMPLETED BY STUDENT

Family Name_____ Given Name _____

Street Address _____

City, State and Zip Code _____

Telephone #_____ Sevis #_____

Degree Major_____ Level (Circle One) BA/MS MA/MS Ph.D. CERT.

ID#: _____ Immigration Status_____ Expiration Date _____

Semester Requested _____ **Spring 20**_____ **or** _____**Fall 20**_____

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN

I have advised this student to register for part-time study during the current semester because he or she has:

_____ Illness or medical conditions

_____ Improper course level placement

_____ Initial difficulty with reading requirements

_____ Initial difficulty with the English language

_____ Unfamiliarity with American teaching methods

_____ To complete course of study in current term

_____ Doctorate Student in Candidacy

_____

Advistor's Name – Print Name Signature Date

Do not write here.

Approved_____ Not Approved_____ International Student Advisor_____