



UNIVERSITY of
NORTH FLORIDA

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INTERNATIONAL CENTER

REQUEST FOR REDUCED COURSE LOAD

A. To be completed by student

FAMILY NAME _____ FIRST NAME _____ STUDENT # _____
 LOCAL ADDRESS _____ TELEPHONE # _____
 E-MAIL ADDRESS _____ COLLEGE _____ DEPARTMENT _____
 DEGREE: Bachelor ___ Master ___ Doctorate ___ CREDITS ACCUMULATED TO DATE _____
 ANTICIPATED COMPLETION DATE _____ COMPLETION DATE ON CURRENT I-20 _____
 STUDENT SIGNATURE _____ Date _____

B. To be completed by Academic Advisor

The U.S. Citizenship & Immigration Service (USCIS) requires all F-1 and J-1 international students to pursue “a full course of study” except for annual vacation periods in order to maintain their student status. This means that the course load for undergraduates at UNF must not fall below 12 semester hours in both fall and spring semesters. Full-time study for graduate students is generally 9 credits unless the International Student Advisor has determined that the student is following a full course of study including on-campus employment pursuant to the terms of a graduate scholarship, fellowship or assistantship; preparing for a comprehensive exam following completion of formal coursework; or engaged in thesis or dissertation. **New international students who are admitted to begin study in any summer semester are required to be full-time.**

The USCIS allows for only the following exceptions to full-time study. Please mark the appropriate box.

- The student has an illness or medical condition (must attach medical documentation)
- The student is having initial difficulty with English language (may only be approved for one semester)
- The student is having initial difficulty with reading requirements (may only be approved for one semester)
- The student is unfamiliar with American teaching methods (may only be approved for one semester)
- The student has been placed in an improper course level
- The student is expected to complete the course of study in the current term

Semester Requested _____ Intended Number of Hours of Registration _____

I endorse and recommend a reduced course load for this student.

Academic Advisor Signature _____ Print Name _____ Date _____

E-mail Address _____ Phone # _____

C. To be completed by the Foreign Student Advisor

Approved by International Student Advisor: _____ Date _____
 Signature