



UNIVERSITY of  
NORTH FLORIDA

1 UNF Drive  
Jacksonville, FL 32224  
Phone: (904) 620-2657 Fax: (904) 620-3925  
E-mail: intlctr@unf.edu

**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