Exemption from Full-Time Enrollment Request For F-1

- Immigration regulations require international students to be enrolled full-time each fall and spring semester.
- Full-time enrollment is 12 hours for undergraduates, 9 hours for graduate students without an assistantship, and 6 hours for graduate students with an assistantship.
- Authorization must be granted for exemption each semester, UNLESS you are a graduate student who has completed all coursework and is working on thesis or dissertation. In this case, the form only needs to be submitted BEFORE the first semester of under-enrollment.

Please Note: This exemption request is for immigration purposes only. Please consult your academic department to determine additional enrollment requirements.

To be completed by Student

Family Name: ___________________________________ First Name: ______________________________________

Email: ______________________________________ Phone: _____________________ USC ID: ________________

Visa type: F-1___  J-1 ___  Degree Program: Bachelor's ___ Master's ___ Ph.D. ___Major__________________

I hereby certify that the reason for less than full-time enrollment is correct:

Student's Signature_______________________________________________ Date ______________________

To be completed by Academic Advisor

Please indicate why you recommend that the above student be allowed to enroll less than full-time.

Semester: Fall, _____  Spring, _____  201___

___ Initial difficulties with the English language
___ Initial difficulties with reading requirements or teaching methods
___ Improper course level placement
___ Student, with coursework to be completed only, in final semester of degree program. Please add in comments how many credit hours student will be enrolled, or if student will be doing an internship or field training.

___ Graduate student; coursework completed and working on thesis or dissertation - ABD - (no further exemption requests required, but student must enroll in at least one credit hour for each spring and fall term to maintain visa status)

Comments: _______________________________________________________________________

________________________________________________________________________________

Please Note: The Department of Homeland Security does not consider financial or scheduling difficulties to be valid reasons for enrolling less than full-time.

Academic Advisor: ___________________________ Department:_________________________________

Telephone: ________________________________ Email: ____________________________________

Academic Advisor’s Signature: _________________________________________ Date: __________