

Students who are studying at Northeastern Illinois University (NEIU) with an F-1 or J-1 student visa must follow certain federally mandated regulations to maintain their student status while studying in the U.S. One of these regulations is to always be enrolled full-time during each semester, Fall and Spring. (Undergraduate: 12 credit hours. Graduate: 9 credit hours). Internationngnternat

Please carefully read the attached information regarding authorization for less than full-time enrollment. Complete Section A and then request that your academic advisor complete Section B summarizing the reason for a reduced number of credits. Please return this form to the Office of International Programs in LWH-0008C.

Section A: (To be completed by the student)	
Last Name:	First Name:
Student ID #:	SEVIS ID #:
Tel:	E-mail:
Section B: (To be completed by the academic advisor)	
REASON FOR REDUCED COURSE LOAD (SELECT ONLY ONE REASON)	
<p>No appointment necessary with International Student Advisor for the following reasons:</p> <p>Completion of Program: This option may be used only one time. The student is graduating during this current term. The last course MUST be on campus (not online or at another university). You will receive a new I-20/DS-2019 with a shortened program end date prior to graduation.</p> <p>Graduate Students Taking Qualifying/Comprehensive Exam: This option may be used only one time. The student is taking the qualifying/comprehensive exam this semester/quarter and will be registered for 6 credits. The student must enroll fulltime during all subsequent semesters of coursework, even if the exam need to be repeated.</p> <p>Graduate students working on a degree REQUIRED project: The student is completing a required thesis or project and/or scheduled to take the comprehensive exam</p> <p>Graduate students taking capstone course: The student is in the MBA or MSA program, and will be taking (or is currently taking) the capstone course.</p>	
<p>Appointment REQUIRED with an International Student Advisor for approval of the following reasons:</p> <p>Academic Difficulties: This option may be used only one time. The student must be enrolled in at least 6 credits. The following circumstance applies (please select only one):</p> <ul style="list-style-type: none"> Difficulties with English language or reading requirements in the first term of study in the US Unfamiliarity with American teaching methods in the first term of study in the US Improper course level placement (in this instance, students are allowed to drop a course only when the advisor had recommended that a student take a course for which he/she was not academically prepared.) <p>Medical Condition: Cannot accumulate more than 12 months of Reduced Course Load exemption for this reason per academic program. The student has provided a letter from a licensed US medical doctor/clinical psychologist that he/she should take a reduced course load/refrain from taking courses during the current term. Please attach the letter to this form.</p> <p>Authorized Early Withdrawal: Please Note: I- student is out of school, and will need to be re-activated by SEVIS 30 days before returning to the U.S. <i>If a student is out of U.S. for more than 5 months, student will need to apply for a new I-20.</i></p> <p>Concurrently Enrolled at NEIU and another USCIS-approved school for a total academic load equaling full time study. Student must be enrolled in at least one class at Northeastern Illinois University. <i>Student must attach proof of enrollment at other school(registration status showing total credit hours taken)</i></p>	

Semester Requested: _____ Number of credit hours the student will register for: _____

I recommend less than full-time registration for this student during the semester requested, for the reason indicated above.

 Student Signature

 Academic A