Office of International Student and Scholar Services

UNIVERSITY of ST. THOMAS HOUSTON

REDUCED COURSE LOAD

Academic and Medical Reasons – 8 C.F.R. §214.2(f)(6)(iii)

Federal regulations pertaining to the enrollment of F-1 students in the U.S. require that a student be registered for an complete a full course of studies during terms in which full-time enrollment is required for students on a traditional schedule, Fall and Spring semesters; for student on a trimester schedule, two consecutive trimesters per calendar year. Exceptions to the full-time enrollment requirement are limited by regulations to very limited reasons, shown on this form.

Today's Date: _____

Family Name: _____ First Name: _____
(Last Name) (Given)

Date of Birth (mm/dd/yyyy): _____ *Male* ___ *Female* ___

SEVIS ID (found on the upper right-hand corner of your I-20): N000_____

UST ID #: _____ Telephone #: _____

E-Mail: _____

You have reported to your International Student Advisor that your full-time enrollment for the _____ (semester/year) term may be affected because of the following reason:

☐ Student in their final semester and requires less than full-time courses to graduate.
- o The student will be required to submit the following:
1. Academic Advisement Report (printed from your student account)
2. Confirmation from the Academic Department: I confirm that the student only has _____ (number of credit hours) in order to complete their degree program this _____ (semester/year).

_____
Print Signature Date

☐ Student will have a reduced course load/less than full time due to a medical reason.

☐ Out of the U.S. but will return in less than five months. Dates: _____ to _____
- o *A hold will be placed on your account until you return and provide a new I-94 card.*

☐ Departing the U.S. for more than five months and terminating your SEVIS record.

☐ Taking less than full-time classes due to another reason:
- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

(For ISA) Required documents: _____ Due:_____
(copy of plane ticket/itinerary, doctor's note, etc)

Based on the information you have given today, an International Student Advisor will report the following information to SEVIS on _____ (mm/dd/yyyy).

My signature below demonstrates that I understand an International Student Advisor will report the above information to SEVIS. If I fail to provide the necessary documentation by the required date or fail to report any changes in my enrollment plans to International Student Advisor, my SEVIS record could be terminated without notice.

_____
Student Signature Date ISA's Signature