

International Student Services

Reduced Course Load Request For F-1 and J-1 Student Visas

- 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 and The Graduate School 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, ___ Summer, ___ 20___

___ 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. **Student in this category is NOT allowed to enroll in online classes.**

___ 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: _____