To: Undergraduate Academic Advisers and Graduate Program Directors

From: Jennifer Fernandez-Villa, Director, International Student & Scholar Services

Re: Enrollment Status of an International Student

Your certification is required to confirm an international student’s eligibility to register for or drop below full-time and to document compliance with SEVIS, the Department of Homeland Security’s data tracking program.

I. GENERAL INFORMATION **To be completed by the student

Student’s Name: ________________________________________________________________

(last) (first)

Student ID# ___________________________________ Student’s e-mail: ______________________

Student’s phone number(s): ______________________________________________________

I am a(n)  O undergraduate student      O graduate student

II. STUDENT’S ACADEMIC PROGRESS **To be completed by academic adviser or graduate program director

Regulations stipulate that all F-1 and J-1 students make “normal progress” towards their degree at all times.

Is the student named on the top of this form considered to be making “normal progress” towards his/her degree (progressing at the rate expected of all students in the student’s program?)

O Yes          O No, explain: _____________________________________________________________

III. SEMESTER TO WHICH THIS FORM APPLIES **To be completed by academic adviser or graduate program director

O Fall or  O Spring Year: ______________

# of credits student will take in the semester noted above: _______________________________

# of credits that will remain for degree completion after the semester in question: ___________
IV. REASON FOR REDUCED CREDIT OR COURSE LOAD **To be completed by academic adviser or graduate program director

Please fill in ONLY ONE circle below

ACADEMIC REASON. Regulatory conditions and restrictions for this exception:
• permitted only one semester per degree level;
• exception must fall into one of the categories listed below, check only ONE box, as appropriate:
  O initial difficulty with the English language (first semester in U.S. only)
  O initial difficulty with reading requirements (first semester in U.S. only)
  O unfamiliarity with U.S. teaching methods (first semester in U.S. only)
  O improper course level placement (permitted only one semester during student’s current degree program level)
  O student waiting for a REQUIRED course offered only the following semester in order to finish all course work. Student MUST complete their degree program at the end of the following semester.

MEDICAL CONDITION. Regulatory conditions and restrictions for this exception:
• permitted for maximum of 12 months while student is pursuing any one degree program level;
• must be certified in writing by a physician (M.D.), doctor of osteopathy (D.O.) or licensed clinical psychologist;
• must submit a new form every semester needed;
• may not be employed on or off-campus during semesters authorized for medically-necessitated reduced credits.

FINAL SEMESTER BEFORE GRADUATING. Regulatory conditions and restrictions for this exception:
• permitted for students in their final term only who do not require a full-time credit load to complete their degree;

STUDENT IS A GRADUATE STUDENT AND MEETS THE UNIVERSITY’S DEFINITION OF FULL-TIME STATUS (i.e., full-time status requires a minimum enrollment of nine credit hours. However, a graduate student may also be considered full-time when enrolled for less than nine hours if the student: 1) holds a full (20 hour) teaching or research assistantship and is enrolled in five or more hours, 2) holds a partial (less than 20 hours) teaching or research assistantship and is enrolled for seven or more hours, 3) is enrolled for one to three hours of research (BIO 698), thesis (599) or dissertation (BIO 699) work, 4) is enrolled in GRC 600 (continuous enrollment), 5) is enrolled in PSY 598 (Internship), or 6) is enrolled in NSGL 594 (Clinical Practicum) or NSG 595 (Education Residency). Half-time status begins with at least four and a half (4.5) credit hours. A student may not enroll beyond two terms of continuous enrollment (GRC 600). Summer counts as one regular term.)

V. ACADEMIC OFFICIAL’S CERTIFICATION & CONTACT INFORMATION
I have reviewed all of the information noted on both sides of this form and I certify that all information provided on this form is accurate to the best of my knowledge.

Name: _____________________________ Title: _____________________________

Signature: ___________________________ Date: _____________________________

Phone: _____________________________ Email: _____________________________