Exemption from Full-Time Enrollment 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, ____    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: _______________________________________________________________________

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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: ____________________