

University of La Verne

LESS THAN FULL-TIME ENROLLMENT REQUEST FORM

Completed by the student

Family Name: _____ First Name: _____

Student ID: _____ SEVIS Number: _____ Phone: _____

Current Address: _____

La Verne Email: _____ Personal Email: _____

Completed by the student's Academic Advisor

In general, permission to register for less than full-time should occur rarely in a student's career. By immigration law, the international student studying in a semester system should be full-time during each fall and spring semester. Students on a term system should talk to an international student advisor. This is also required if the student's activity is equivalent to full-time but actually requires less than full-time registration (i.e. writing thesis). This form is to be endorsed by the academic advisor and returned to the Office of International Student Services.

Semester/Term Requested: _____ **Year:** _____

Intended number of credits of registration: _____

*****Please note: if you are not enrolled full time, you will not be covered by the University's health insurance plan. Please ask the International staff about alternative health plans.***

The student is engaged in the following academic program:

Degree: Bachelors Masters Doctorate Major: _____

Number of credits required for degree: _____ Credits accumulated to date: _____

Anticipated Completion Date: _____ Completion Date on Current I-20: _____

I endorse and recommend less than full-time registration for this student during the term/semester requested for the following reason:

- The student is having difficulty with English language or reading requirements during the first term/semester.
- The student is unfamiliar with American teaching methods during the first term/semester.
- The student has been placed in the improper course level.
- The student needs less than a full course load to finish the degree program this term/semester.
- The student has completed formal course work and is preparing for a comprehensive exam.
- The student has completed formal course work and is engaged in thesis or dissertation research.

Academic Advisor: _____ Signature: _____

Email: _____ Date: _____

Office of International Services and Engagement

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