

Instructions for F-1 students: Immigration regulations for F-1 students require that they be enrolled as full-time students during all regular academic terms. Full time is defined as: 12 hours for undergraduate; 9 hours for graduate students. Exceptions to this must be justified by the academic department and recorded by the institution. Possible reason(s) can include: initial English language difficulties, unfamiliarity with American teaching methods, improper course level placement, or number of courses required for graduation.

Student's Last Name: _____		First Name: _____		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
UNCC ID: 80 __ - __ - __ - __ - __		SEVIS ID #: N00 _____			
E-mail: _____@uncc.edu		Phone: (_____) _____ - _____			
Student's Major: _____		Degree: <input type="checkbox"/> BA/BS <input type="checkbox"/> MA/MS <input type="checkbox"/> PhD <input type="checkbox"/> Exchange <input type="checkbox"/> Other _____			
Current Semester of Enrollment: _____, 20____		Anticipated Graduation Semester/Date _____, 20____			
First time requesting a reduced course load? _____		Visa Type: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> Other _____			
Student Signature: _____		Date: ____ / ____ / 20 ____			

ACADEMIC ADVISOR RECOMMENDATION

International students in F-1 or J-1 status are required to maintain a full course load every fall and spring semester and make satisfactory progress toward completion of their degree. The student named above has requested an exception to the full course requirements and in order for the ISSO to assist the student with his/her request, the academic advisor must indicate that the student qualifies for one of the following four reasons.

Student is compelled by illness or other medical conditions to interrupt or reduce his/her course of study. (Student MUST attach a letter from his/her doctor/physician indicating that he/she recommends the student to take a semester off or to reduce credit load for medical reasons.) (Academic advisor doesn't need to sign this form)

Student is having difficulty understanding the English language or he/she is unfamiliar with American teaching methods or reading requirements. This exception is generally only allowed during the first semester in an academic program in the U.S., not including "English as Second Language" Training.

The current semester course level is an improper placement for this student for the following reason(s)

Student will graduate at the end of this semester and needs less than full-time credits to complete their coursework.

How many credit hours is the student currently enrolled in? _____

_____ / _____ / 20 _____

Advisor's Name (Print) _____ Signature of Academic Advisor _____ Date _____

E-Mail: _____ Phone: (704) 687 - _____

ISSO Section – DO NOT WRITE BELOW

For ISSO Use Only: Approved? Yes No _____ Spring-Fall **20** ____

PDSO/DSO Signature: _____ Date: ____ / ____ / 20 ____