

# Reduced Course Load Form

## Academic Adviser Certification for International Students Enrolled Less Than Full-Time

Name of Student: \_\_\_\_\_  
Family/Last Name                      Given/First Name                      Middle Initial                      Student's Signature

Student Tech ID \_\_\_\_\_ Student Email: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm / dd / yy                      mm / dd / yy

### Check box for semester and list year:

This form covers the following semester:     Fall 20 \_\_\_\_     Spring 20 \_\_\_\_    **A new form is required for each Semester**

**U.S. Immigration law requires international students to ENROLL IN AND COMPLETE a full-time course of study during each Fall and Spring Semester. Full-time study is defined as twelve (12) credit hours for undergraduates and six (6) credit hours for graduate students. Audited courses DO NOT count toward full-time enrollment. Students are required to meet with an international student advisor BEFORE dropping below the required number of credit hours in order to remain in status with the Department of Homeland Security (DHS).**

Certain circumstances are permitted for reduced course loads. The Department of Homeland Security (DHS) has approved the following circumstances. Since you are in the best position to supply information about this student's academic situation, we are asking you to indicate which of the following situations, if any, explains why the student will not register full-time. International students with a temporary illness or medical condition do not need an academic advisor's signature. **Only one reduction in course load may be authorized for academic difficulty during the entire program of study.**

### Please check the item that applies.

As Academic advisor, I recommend that this student be considered engaged in a full course of study because the student:

- \_\_\_\_ 1. is experiencing initial difficulties with reading requirements or with the English language (**needs to enroll in ESL classes**).  
**Academic Difficulty—cannot drop below ½ time.**
- \_\_\_\_ 2. is in the first academic year and is unfamiliar with American teaching methods (**Academic Difficulty—cannot drop below ½ time**).
- \_\_\_\_ 3. has been advised to drop a course because of improper course level placement (**Academic Difficulty—cannot drop below ½ time**).
- \_\_\_\_ 4. has completed other required coursework and is working full time on thesis/paper.
- \_\_\_\_ 5. is graduating this term and is completing all of the degree requirements.
- \_\_\_\_ 6. is enrolled in a full academic program or full-time internship as specified by the academic unit.
- \_\_\_\_ 7. has a temporary illness or medical condition (**needs letter from licensed medical doctor, doctor of osteopathy or licensed psychologist**).
- \_\_\_\_ 8. is enrolled concurrently at another college/university. Total credit hours taken at MSU and host institution must equal full-time enrollment.  
**Student and advisor must submit "MSU Concurrent Enrollment Form."**
- \_\_\_\_ 9. authorized early official withdrawal from MSU – Student must depart U.S. within 15 days of withdrawal (**must present airline ticket or proof of departure plans**)

**As the academic advisor, I am aware of the circumstances described above and have reviewed the educational implications for this student.**

\_\_\_\_\_  
Academic Advisor's Signature                      Print Academic Advisor's                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Department: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

**Please return ASAP to: Kearney International Center, SU250**

**KEARNEY INTERNATIONAL CENTER**

Use Exception Approved By \_\_\_\_\_  
Kearney International Center Staff Signature                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Kearney International Center**  
Minnesota State University, Mankato, 250 Centennial Student Union, Mankato, MN 56001  
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