



Exception from Full Time Enrollment Form

Section I (To be completed by student)

Family Name: _____ First Name: _____ Middle Name: _____

SS#/SID: _____ Date of Birth: _____ Citizenship: _____

Degree Level (i.e. BA, MA, etc.): _____ Major: _____

Did you transfer to Lewis from another University in the USA? Yes No

Semester for which exception is requested:

Why are you requesting an exception from full time enrollment? Note in some cases an exception may reduce the number of hours you are eligible to work. Check one of the following. Must be accompanied by the requested supporting documents to be considered:

It is my annual vacation. Indicate semester for which exception is requested: _____ (Only applicable if the student already completed one full time semester in the United States if the summer semester is requested, or has completed two concurrent full time semesters for any other semester to be designated as the vacation semester.) All requests must be accompanied by a current transcript(s).

I have a serious illness or medical condition as documented by a physician. Requests for exceptions based on medical reasons must be accompanied by a medical certification form including diagnosis, treatment, statement indicating why student is unable to enroll full time, and prognosis (anticipated duration).

I hold a Graduate Teaching or Research Assistantship (GRAs and GTAs must carry a minimum of six credit hours under INS law.) Please note that Lewis University policies must be followed by all Graduate Assistants. A copy of your offer letter must accompany this request

I am a Graduate Students and have completed all formal coursework & am preparing for comprehensive examinations. Attach a copy of your complete transcript (s). Date of exam: _____.

I am a Graduate Students and have completed all formal coursework & am engaged in thesis or dissertation research. Attach a copy of your complete transcript (s).

I am participating in a curricular practical training program such as an internship, practicum, or cooperative education experience which is required or made optional within the regular curriculum for my degree. A copy of your I-20 reflecting a grant of curricular practical training and a copy of your transcript must be attached.

I am having Academic difficulty due to: Initial difficulties with the English Language; Initial difficulties with reading requirements
 Unfamiliarity with American teaching requirements; and/or Improper course level placement.

This is my last semester

No courses are available according to my plan of work or for degree completion.

Student signature: _____ **Date:** _____

Section II To be completed by the Academic Advisor.

Instructions:

A student in your departments holds an F-1 visa and is required under U.S. Immigration Law to take a "full course of study." A "full course of study" as defined by the Regulations consists of:

Graduate students: at least 8 credit hours per semester

Undergraduate students: at least 12 credit hours per semester

The INS allows international students to receive an exception from full time enrollment (reduction in the minimum number of required credit hours) from the INS Designated School Official (the International Student Services Office) under certain circumstances. In order to determine whether or not the student listed above qualifies for an exception we are asking you to verify whether or not you concur that the above indicated valid academic reasons exists for an exception to be granted.

I do or I do not concur that a valid academic reason as indicated above exists and that the student should be granted an exception from full time enrollment. Additional comments: _____

Name of Advisor (please print): _____ Title: _____

Department: _____ Office address: _____

Phone number: _____ e-mail: _____

Signature: _____ Date: _____

For ISSO Use Only: Approved Denied by: _____ Date: _____

Reason: _____