

## Reduced Course Load Application Form

ACADEMIC ADVISER CERTIFICATION FOR INTERNATIONAL STUDENTS ENROLLED LESS THAN FULL –TIME

\*This form must be processed by the International Student Program Office before the student drops below full time status.

Name of Student: \_\_\_\_\_  
(Family/Last name) (Given/First name)

Degree Objective: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

This form covers the \_\_\_\_\_ semester of 20 \_\_\_\_\_ (to graduation)

U.S. Immigration law required international students to register for full time study during each fall and spring semester. Full time study is defined as twelve semester hours of registration for undergraduates.

Certain circumstances justify enrollment for fewer hours. 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 is not currently registered full-time. Please check which applies. If you wish to add comments, please do so.

I recommend that this student drop below a full course of study (12 credits) because the student:

\_\_\_\_\_ is in his/her final term of study and does not need to enroll full time this term to meet degree requirements.

\_\_\_\_\_ is in the first academic year and is unfamiliar with American teaching methods.

\_\_\_\_\_ has been advised to drop a course because of improper course level placement.

\_\_\_\_\_ has a medical condition that makes registration for a full course of study inadvisable. (Document from medical professional is required)

\_\_\_\_\_  
(Academic advisor's name)

\_\_\_\_\_  
(Academic advisor's signature)

\_\_\_\_\_  
(Academic advisor's e-mail address)

\_\_\_\_\_  
(Date)

Approved by International Student Academic Advisor:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by Intercultural and International Student Services:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### INTERNATIONAL STUDENT SERVICES

#### College of Saint Benedict

37 South College Avenue

P 320-363-5904

St. Joseph, MN 56374-2009

F 320-363-5006

www.csbsju.edu