



INTERNATIONAL STUDENT REDUCED COURSE LOAD AUTHORIZATION FORM

Please complete this form and return it and the appropriate supporting documentation as **soon as possible** to the Office of International Programs, located in C405 on the upper level of the Taubman Student Service Center. Please keep in mind that submitting this form **does not guarantee** that you will be authorized for a reduced course load. An International Student Advisor must review your situation, determine if a reduced course load is necessary and meets the regulations for F-1 and J-1 students. **DO NOT DROP OR WITHDRAW FROM YOUR COURSES UNTIL YOU RECEIVE AUTHORIZATION FROM AN INTERNATIONAL STUDENT ADVISOR.**

Family Name _____ First Name _____ Middle Name _____

LTU Student ID Number _____ SEVIS ID Number _____ Visa Type F-1 J-1 Date of Birth _____

U.S. Address _____ Apartment Number _____

City _____ State _____ Zip Code _____

Home Telephone Number _____ Cell Phone Number _____ E-Mail Address _____

PROGRAM INFORMATION: Degree: Bachelor Master Doctorate Major _____

SEEKING REDUCED COURSE LOAD FOR: Fall Spring Summer Year _____

ENROLLMENT REQUIREMENTS:

- Undergraduate students are required to register for and maintain at least 12 credit hours per semester.
- Graduate students are required to register for and maintain at least 6 credit hours per semester.

Reason for under enrollment, please check one:

_____ I have a proven medical reason for a reduced course load. **Please attach a letter from a medical doctor who is licensed in the U.S. stating the length of time for which you need to reduce your course load. The letter must be on the doctor's letterhead and include a signature; a note on a prescription pad is not sufficient documentation.**

_____ I am finishing the last course(s) for my degree and will graduate at the end of the semester. **Your department has to confirm this in writing. Please attach a signed letter from your academic advisor or department confirming that you are completing the final course(s) for your degree.**

_____ I am a Canadian citizen, commuting and attending part-time.

_____ I am a guest student at another school, and I am enrolled in _____ credit hours at that school. **Please attach verification of enrollment at the other school.**

_____ I hold a different visa status. **Please bring in the original documentation of the different status (e.g., permanent resident card, receipt from USCIS confirming the change of status, etc.). The University must see the original document to verify its authenticity.**

_____ I have other compelling reasons for being under enrolled. Please explain in full detail, using the reverse side of this form.

Student Signature _____

Date _____