



Request to Under-Enroll (Less than Full-Time)

Section A: To be completed by the student:

Name as in Passport (Surname/Last, Given Name):	Student ID Number:	Date of Birth (mm/dd/year):
Email Address:	Level of Education: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD <input type="checkbox"/> Law <input type="checkbox"/> Certificate	College: <input type="checkbox"/> Liberal Arts/Social Sciences <input type="checkbox"/> Business <input type="checkbox"/> Engineering <input type="checkbox"/> Science <input type="checkbox"/> Urban Affairs <input type="checkbox"/> Law <input type="checkbox"/> School of Nursing <input type="checkbox"/> Education/Health Services

Term: Fall 20__ Spring 20__ (Summer Term is NOT tracked)

International students must be enrolled each fall and spring semester on a full-time basis (12 credits for undergraduate students and 8 credits for graduate students). However, there are specific exceptions to this requirement that may allow international students to under-enroll in a given semester. Having no enrollment is a violation of F-1 and J-1 immigration regulations and will result in the termination of a student's SEVIS record and the cancellation of all immigration benefits, including CPT/OPT eligibility. If you meet one of the exceptions outlined below, please complete this form and attach any additional documentation as instructed. **YOU MUST SUBMIT THIS FORM DIRECTLY TO THE CISIP PRIOR TO REGISTRATION in order to comply with immigration regulations.** If you have further questions about registration requirements or this memo, please send an email message to: intlcenter@csuohio.edu.

Section B: Check the situation that applies to you.

<input type="checkbox"/> I have completed all coursework for my program of study and I am currently in the thesis or dissertation phase. I understand that I must be enrolled for at least 1 credit hour during this semester. My academic advisor confirms this fact with his/her signature below: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 30%; text-align: center;"><i>Advisor's Signature</i></div> <div style="border-top: 1px solid black; width: 30%; text-align: center;"><i>Print Advisor's Name</i></div> <div style="border-top: 1px solid black; width: 30%; text-align: center;"><i>Campus Phone#</i></div> </div>
<input type="checkbox"/> It is the last semester of my program of study. I understand that I must be enrolled for at least 1 credit hour during this semester. My academic advisor confirms this fact with his/her signature below: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 30%; text-align: center;"><i>Advisor's Signature</i></div> <div style="border-top: 1px solid black; width: 30%; text-align: center;"><i>Print Advisor's Name</i></div> <div style="border-top: 1px solid black; width: 30%; text-align: center;"><i>Campus Phone#</i></div> </div>
<input type="checkbox"/> I am seriously ill and for medical reasons I cannot attend school full-time. I have attached a letter on my physician's stationary in which he/she states that I cannot attend school this semester for medical reasons (medical doctor, doctor of osteopathy, or licensed clinical psychologist only).
<input type="checkbox"/> I have delivered a baby or I will deliver a baby during this semester and I have attached a letter on my physician's stationary in which he/she states that I have delivered a baby or I will deliver a baby during this semester and cannot attend school full-time.
<input type="checkbox"/> I am leaving the United States and I will return within the allowed 5-month absence and resume my academic program. A copy of my plane ticket or itinerary is attached.