



**Reduced Enrollment Request Form  
For Students Completing Final Semester**

**To be completed by student**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Local address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel#: \_\_\_\_\_

Department: \_\_\_\_\_ Degree Level: \_\_\_\_\_

Completion date on current I-20 form: \_\_\_\_\_

**TO BE COMPLETED BY ACADEMIC ADVISOR**

By immigration law, students who are in the final semester of their program may be authorized to register as for less than full time if full time enrollment is not needed to complete the course of study in that term. This option is available only to students who will graduate or complete all requirements for graduation by the end of the current semester (Fall or Spring only).

**Please Note: Students who enroll less than full time in order to complete the course of study in the current term have very limited options if they are unable to complete the program as expected. If there is a strong chance that this student will not finish his/her program this semester, please do not recommend a reduced enrollment. This could jeopardize the student's immigration status. Instead, please help the student to find additional credits so that he/she may continue as a full time student.**

Semester Requested:  Fall 20     Spring 20    Intended number of credits: \_\_\_\_\_

***The semester requested above is expected to be the final semester of the student's degree program. I endorse and recommend less than full-time registration for this student during the semester requested.***

This student is expected to complete his/her degree on: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and title: \_\_\_\_\_

Campus Extension: \_\_\_\_\_ Email: \_\_\_\_\_