

Under-enrollment Request Form

International Student and Scholar Services
Georgia State University
P.O. Box 3987
Atlanta, GA 30302-3987
Tel: 404-413-2070
Fax: 404-413-2072
Email: iss@gsu.edu



STUDENTS: Complete Section 1 and have an academic advisor complete Section 2. If your under-enrollment reason is medical, then submit a note from your doctor with this form.

DEADLINE: 5:15 p.m. on the last day of drop/add (usually the last day of the first week of classes.)

1. To be completed by student

Family name _____ First name _____
Panther ID Number _____ E-mail Address _____@student.gsu.edu
Telephone # _____ Undergraduate _____ Graduate _____ I-20 End Date _____

2. To be completed by Academic Advisor

In general, permission to register for less than full-time should occur rarely in a student's career. According to immigration regulations, the foreign student (F-1, J-1) should be full-time during each fall and spring semester. Graduate students (in a thesis program) who are completing their thesis or research work can be considered to be full-time even though they may not be registering for any or few classes. As appropriate, please take the opportunity to discuss the continuous enrollment policy with your student.

PLEASE NOTE: Regulations require approval from the International Advisor for taking less than a full course load prior to the start of classes in the corresponding academic term, or else the student will fall out of status.

Advisors please check the box below which describes the reason for under-enrollment.

Medical

_____ The student has a medical condition that prevents him/her from taking a full course load. (Please attach note from medical doctor or board-certified psychologist.)

Academic

_____ (a) Through advisement by a GSU official, the student has been placed in the improper course level.

_____ (b) This is the student's first semester in the United States, and the student is experiencing:

- _____ i) Initial difficulty with reading requirements
- _____ ii) Initial difficulty with English language.
- _____ iii) Unfamiliarity with American teaching methods.

_____ (c) This semester is the student's last semester and the student needs less than a full course load to complete degree **and the course(s) are required to complete the degree.**

_____ (d) The student has completed formal course work and is preparing full-time for a comprehensive exam on the following date: _____.

_____ (e) The student has completed formal course work and is engaged full-time in thesis or dissertation research to be defended on the following date: _____.

_____ (f) The student will be outside of the United States conducting research directly related to his/her thesis or dissertation. **The student must be registered for at least one credit hour at Georgia State during his/her time abroad.**

I endorse and recommend less than full-time registration for this student during this academic term: _____

Final term for completion of the student's degree program: _____

Comments: _____

Academic Advisor Signature _____ Printed Name _____

Email Address _____ Department _____ Date: _____

Please return to International Student & Scholar Services in a sealed departmental envelope.

3. To be completed by the International Student Advisor

Approved by International Student Advisor: _____ Date _____