

**SECTION A: TO BE COMPLETED BY THE STUDENT**

Last Name:	First Name:
Date of Birth:	Visa Type:
SEVIS ID:	WSU ID:
Current degree program: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> Ph.D. <input type="checkbox"/> Pharm.D. <input type="checkbox"/> Other – Please Specify: _____	
Major:	Department:

I am registering for \_\_\_\_\_ credit hours during the \_\_\_\_\_ semester or \_\_\_\_\_ (year) and request that my academic load be considered as full time enrollment for immigration purposes for the reason indicated.

I certify that I have read the instruction sheet (reverse) and that the above information is accurate.  
I understand that I am responsible for completing all University processes required if I need to add, drop or withdraw from classes.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY STUDENT'S ACADEMIC ADVISOR**

**NOTE: Students can only use reasons 1 through 4 once per degree. This is not one time for each reason, but one time per degree. Student needs to carry at least half of required credits to use reasons 1 through 4.**

- Reason for under enrollment (please check one only):**
- 1. Initial difficulty with reading requirements (**ONLY** used in first semester of study)
  - 2. Initial difficulty with English language (**ONLY** used in first semester of study)
  - 3. Unfamiliar with American teaching methods (**ONLY** used in first semester of study)
  - 4. Improper course placement (appropriate any time during course of study. Please Note: WSU students are responsible for their course placement and for making progress toward their degree)
- Reasons below can be used even though reasons 1 through 4 might have been used in the past:**
- 1. Last semester exception (Even if you are registered full time you **must** complete this form if this is your last semester and you **must** graduate this semester.)
  - 2. I am a continuing student and this is my last semester \_\_\_\_/\_\_\_\_/\_\_\_\_ of enrollment in my current degree program and I will be continuing my studies in the \_\_\_\_\_ program for the \_\_\_\_\_ term.
  - 3. Medical condition that prevents full time study (Please note: **Academic Advisor Approval is not necessary** for medical condition. The student **must** obtain a note from a medical doctor or a board certified psychologist. **This reason has 12-month limit.**)
  - 4. I hold a **GRA or GTA or GSA** for the current semester and am enrolled 6 credit hours pursuant to the WSU requirement per my assistantship contract.
  - 5. Spring/Summer Transfer in student (provide copy of transcript showing one academic year of full-time study).

- I certify that I have reviewed the above Request for Exception from Full Time Enrollment, a recent transcript, the student's academic file, and where applicable a Degree Audit Form or a Plan of Work form for this student. I further certify that all information on this form is accurate in conformance with applicable Departmental, College and University policies, and is in the best interest of the student's successful academic progress. I therefore recommend that this student be permitted to take \_\_\_\_\_ credit hours during the \_\_\_\_\_ semester of \_\_\_\_\_ (year).
- I do not recommend that the above request be granted to this student for the following reason(s):  
\_\_\_\_\_

Advisor Name (Print): \_\_\_\_\_

Department:	Phone:
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Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OISS STAFF ONLY**

The above request for an exception from full-time enrollment per 8 CFR 214.2(f)(6)(iii) of the Immigration and Nationality Act as amended is:

Approved  Denied

Please see an OISS advisor immediately. You must add sufficient credit hours to raise your enrollment status to full time (12 credit hours undergraduate; 8 credit hours graduate), or you will be considered to be out of status by the Immigration and Naturalization Service.

Reason(s) for denial:  
\_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM INSTRUCTIONS**

**WHY COMPLETE THIS FORM**

The U.S. Citizenship & Immigration Services CIS (formerly Immigration & Naturalization Service) regulations indicate that F-1 and J-1 students are considered to be maintaining status if they are making normal progress toward completing a course of study. The regulations also mandate that F-1 and J-1 students maintain a full course of study, and that the course of study must lead to the attainment of a specific educational or professional objective. The regulations and Wayne State University define a full course as consisting of at least 12 credit hours for undergraduate students, or 8 credit hours for graduate students. Under certain circumstances, a Designated School Official (in OISS) may authorize a student to take a reduced course load, and students granted this authorization are considered by CIS to be maintaining status.

The full course of study requirement applies to Fall and Winter semester only. Students who begin their studies during the Spring/Summer term must be full time unless you qualify for an exception. Students who are finishing their studies during Spring/Summer must be enrolled full-time during the Spring/Summer semester, unless they qualify for a last-semester exception.

**HOW TO COMPLETE THIS FORM**

Fill in all requested information, obtain your Academic Advisor’s recommendation, and either make an appointment online at [www.oiss.wayne.edu](http://www.oiss.wayne.edu) or visit OISS during walk-in advising hours. Walk-in advising is available Monday through Thursday 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 6:00 p.m. (must be signed in by 5:15 p.m.) during the Fall/Winter terms, and until 5:00 p.m. during the Spring/Summer term. On Fridays, walk-in advising is available from 1:30 p.m. to 3:30 p.m. If these hours don’t work with your schedule you can always schedule an appointment with one of our advisors via online services. You can also send an email to [oissmail@wayne.edu](mailto:oissmail@wayne.edu) if you have any questions or need assistance, and a member of our staff will respond within 24 – 48 hours.

Students submitting this form after the first week of classes may not be able to add a class in the event that authorization for a reduced course load is not approved, and, as a result, may be considered by CIS to be out of status. Only students who are maintaining their status are authorized to work, and are eligible for practical training.

If you intend to drop a class that will result in less than full time enrollment, you should complete this form and obtain prior approval from the OISS. Pursuit of a full course of study includes completion of classes taken, unless extraordinary circumstances justify a withdrawal.

CIS regulations do not permit “averaging” of credits between semesters to maintain full-time status (such as 10 credits for fall and 6 credits for winter to average 8 for graduate students). Each semester’s enrollment must be full time or a Request for an “Exception from Full Time Enrollment or a Vacation Semester” form must be submitted and approved.

You may maintain full-time status by enrolling in two institutions approved by CIS to enroll F-1 students provided it is directed by your academic department and approved by the OISS. This is accomplished by completing the OISS Concurrent Enrollment Form, have it reviewed by your academic advisor, and then bring it to OISS to see an advisor for final approval. Students enrolling only at another institution, and not registering for any classes at Wayne State, must complete the OISS Transfer Out form once admission at the new school has been approved (unless the enrollment takes place during the student’s vacation semester).

Please note that OISS is obligated to report to CIS any student who fails to maintain full time enrollment (or fails to obtain an exception from full time enrollment.) Failure to maintain full-time enrollment without an exception will result in you having to apply for reinstatement.

**RESPONSIBILITY OF ACADEMIC ADVISORS**

Academic Advisors are responsible for thoroughly reviewing the student’s transcript, plan of work, and academic file prior to completing the recommendation. Please be aware that since this form is used to grant an immigration benefit, CIS regulations relating to document fraud may apply. Those statutes provide that individuals are liable under the document fraud provisions of federal law if they assist another person in preparing or applying for benefits with knowledge or reckless disregard of the fact that such application or document was falsely made. “Falsely made” is defined as preparing or providing an application or document with knowledge or reckless disregard of the fact that the application or document contains a false, fictitious, or fraudulent statement or material representation, or has no basis in law or fact, or in whole or in part, does not relate to the person on whose behalf it was or is being submitted.”

Noncompliance reports by schools are required under federal law. Regulations do allow WSU to determine what constitutes a full course of study for graduate students and for OISS to approve limited exceptions from that standard (defined by the WSU Board of Governors and CIS as 8 credit hours for graduate students and as 12 credit hours for undergraduate students) where justified. **Your recommendation for an exception from full time enrollment is needed for OISS to authorize an exception from full time enrollment benefit as provided under federal law and will be presented to the U.S. Bureau of Citizenship & Immigration Services if there is a question concerning this student’s academic status.**