

# Application for Authorized Medical Exception to a Full Course of Study

## Before you apply, keep these things in mind:

- Immigration regulations require students with F-1 or J-1 non-immigrant status to maintain a full course of study during both of the regular semesters (fall and spring).
- Students are not required to attend school during the summer sessions.
- A full course of study for undergraduate students is defined as 12 credit hours per semester. A full course of study for graduate students is defined as 9 credit hours per semester.
- **Any F-1 or J-1 student who fails to enroll for a full course of study or drops below a full course of study without proper prior authorization and documentation will violate their legal student status.**
- Immigration law allows certain academic and medical exceptions to the full course of study rule.
- Federal regulations allow two semester of Medical Reduced Course Load. However, **your insurance will only cover you for one semester.**
- All medical exceptions must be recommended and explained in writing by a licensed physician and approved by the Designated School Official (International Student Advisor).
- You **MUST** maintain and pay for insurance coverage, regardless of whether you are enrolled in classes.
- Completing this form and working with the International Advisor only affects your immigration status. You will need to take additional step for a Leave of Absence from the university (explained below).
- Once the International Student Advisor has authorized the reduced course load, you will receive an email notification. **SEE FEDERAL REGULATION CITATION BELOW**

## Instructions:

1. Complete this form.
2. Obtain written recommendation and documentation of illness from one of the following:
  - Medical Doctor
  - Doctor of Osteopathy
  - Clinical Psychologist
3. Provide form and recommendation to International Student Advisor
4. Have form authorized by International Student Advisor
5. If you will NOT be taking any classes, apply for a Leave of Absence from the University by navigating to the 'Student' Tab in Truview under 'Registration.' Select 'Medical Leave' or 'Personal Leave.'
6. Drop desired courses or withdraw from the university.
7. Resume a full course of study in the next regular semester

1. **Semester:**      **Fall** \_\_\_\_ **Spring** \_\_\_\_ **Year: 20** \_\_\_\_
2. **Student Status:**      **Undergraduate** \_\_\_\_ **Graduate** \_\_\_\_ **Exchange** \_\_\_\_ **Visiting** \_\_\_\_
3. **Student Visa Type:**      **F-1** \_\_\_\_ **J-1** \_\_\_\_

## Student Check All Items and Complete The Blank Lines.

4. \_\_\_\_\_ For the semester indicated above, I am applying for a reduced course load due to medical reasons.
5. \_\_\_\_\_ I will be enrolled in the following number of course credits for this semester - \_\_\_\_\_ (# of credits).
6. \_\_\_\_\_ I have attached a written explanation of my illness and a recommendation for a reduced course load from a licensed physician.
7. \_\_\_\_\_ I have applied for a Leave of Absence from the University via Truview.
8. \_\_\_\_\_ I understand that I must resume a full course of study in the next regular academic semester or complete this form again and provide updated verification from a licensed physician.
9. \_\_\_\_\_ The medical reason for which I am applying for a reduced course load is as follows:

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

Student Name (Printed): \_\_\_\_\_

Student Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Truman Email: \_\_\_\_\_

<b>DSO Approval</b> Initials _____ Date _____
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<b>SEVIS Entry</b> Initials _____ Date _____
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Department of Justice, Bureau of Citizenship and Immigration Services 8 CFR Part 214(f)(6)(iii).

The designated school official may allow an F-1 student to engage in less than a full course of study as provided in this paragraph. A reduced course load must still consist of some course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.

- (a) *Academic Difficulties.* The DSO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with American teaching methods, or improper course level placement. The student must resume a full course of study at the next available term, session, or semester, excluding a summer session, in order to maintain student status.
  
- (b) Medical Conditions.** The DSO may authorize a reduced course load due to a student's illness or medical condition. **If the student has provided medical documentation from a licensed doctor to the DSO to substantiate the authorization. The DSO is required to reauthorize the drop below full time for each new term, session, or semester. However, in no case may the authorization exceed one year. The student must resume a full course of study within one year from the date of the original authorization in order to maintain student status.**
  
- (c) *Completion of course of study.* The DSO may authorize a reduced course load in the student's final term, semester, or session, if the student is not required to take additional courses to satisfy the requirements for completion.