

**PART TIME AUTHORIZATION FORM**

To: **Department Chair or Academic Advisor**

From: **Office of International & Experiential Education**

Re: **F-1 Part Time Authorization**

USCIS regulations state that an F-1 student may be authorized to register for a Reduced Course Load (i.e. part time) under the below circumstances. Please review the reasons, check the appropriate box, then sign and date the form and return to the student to submit to the Office of International & Experiential Education.

\_\_\_\_\_ **ILLNESS / MEDICAL CONDITION**

Must have evidence of medical condition from a licensed doctor. Doctor’s letter with written recommendation for length of recovery required. The medical condition cannot last more than one year. [8CFR214.2(f)(6)(iii)(B)].

\_\_\_\_\_ **ACADEMIC DIFFICULTY**

This can involve any of the following: (1) *difficulty with the English Language or reading requirements*, (2) *unfamiliarity with American teaching methods* or (3) *improper course level placement*. The student must resume a full course of study next term, session or semester (summer session not included).

This type of permission can only be authorized once. [8CFR214.2(f)(6)(iii)(A)].

\_\_\_\_\_ **FINAL SEMESTER**

In final term, session or semester, the student has enrolled in the necessary number of credits needed to complete their course of study.

**Note:** Students must consult with, and receive the necessary permission from the DSO prior to reducing their course load. Penalties will be severe otherwise.

<b>ADVISOR NAME:</b>	<b>STUDENT NAME:</b>
<b>SIGNATURE</b>	<b>NYIT ID#:</b>
<b>DEPARTMENT:</b>	<b>CURRENT SEMESTER:</b>
<b>TELEPHONE NUMBER:</b>	<b>DATE:</b>
	<b>DSO/PDSO SIGNATURE:</b>