



International Center for Students and Scholars

Academic Part Time Authorization Form

To be completed by student

Last name _____ First name _____

UB ID _____ Phone # _____ Semester/Year _____

U.S. Address

(Street) _____ (Apt #) _____

(City) _____ (State) _____ (Zip code) _____

To be completed by Academic Advisor

Deviations from full time study:

Academic difficulties:

The student will take _____ credits due to:

- Initial difficulty with the English language or reading requirements
- Initial difficulty due to unfamiliarity with American teaching methods
- Improper course level placement

Please note: an F-1 student may only have one part time authorization per degree level for academic difficulties. A minimum of 6 credits for undergraduates or ½ the normal full course load for graduates are required.

Completion of course of study

This is the student's last semester. The student will take _____ credits to complete degree requirements.

Please note: an F-1 student may only have one part time authorization per degree level for completion of course of study.

Full time study alternatives:

Student is concurrently enrolled with another USCIS approved school and will take _____ credits at U.B. and _____ credits at _____. The enrollment in both schools amounts to a full course of study. (Attach copy of registration from other school and permission form to take classes outside of UB.)

Academic Advisor:

Print Name _____

Signature _____

Date _____

College Dean:

Print Name _____

Signature _____

Date _____

*****Form must be signed by both Academic Advisor and College Dean*****

To be completed by International Center for Students and Scholars:

Int'l Student Advisor Name _____ Signature _____

Date _____

Instructions for Students and Academic Advisors

- **Deadline:**

The International Center for Students and Scholars must receive Academic Part Time Authorization Form NO LATER than the student's registration date or withdrawal date from a course.

Failure to receive prior approval for part time study is a violation of an international student's lawful status in the United States and will result in termination of SEVIS record, losing benefits such as Practical Training or other work opportunities.

- **Limit:**

International students are allowed one semester of part time study based on academic difficulties and one semester of part time study based on completion of course of study per degree level. For this reason, it is very important that the Academic Part Time Authorization Form be accurate and that international students enroll to the fullest extent possible each semester.

- Financial hardship is not accepted as a legitimate reason for part time study.
- Poor academic progress or academic probation is not accepted as a legitimate reason for part time study.
- Curricular Practical Training registration not required by your degree program is not a legitimate reason for part time study and can not be counted towards your full course load.
- Medical recommendation for part time study or leave of absence requires documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. This form is not used for part time study or leave of absence due to temporary illness or medical condition.

Please return this original form to the International Center for Students and Scholars, Wahlstrom Library, Garden Level. If you have any questions, please call (203) 576-4395 or email internationaloffice@bridgeport.edu.