



THE UNIVERSITY OF ALABAMA
CAPSTONE INTERNATIONAL SERVICES
105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254
TEL: 205-348-5402 | FAX: 205-348-5406
EMAIL: INTERNATIONAL@UA.EDU
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Authorization to Enroll Less Than Full-Time

GENERAL INFORMATION REGARDING FULL-TIME ENROLLMENT FOR INTERNATIONAL STUDENTS

Full-time Enrollment Requirement

F-1 and J-1 international students are required to maintain a full course of study each semester. Failure to maintain full-time enrollment is a violation of the F-1 or J-1 student's status. Below are the requirements to be considered full-time:

- Undergraduate students: 12 credit hours of enrollment
- Graduate students: 9 credit hours of enrollment
- Graduate student with a full assistantship (.50 GTE): 6 credit hours of enrollment
- Graduate students who have only research/project hours remaining: the number of credit hours necessary to be considered full-time is at the discretion of the student's academic adviser but must be in-line with departmental and Graduate School policies
- Undergraduate and Graduate students in their final term do not have to enroll full-time. In the final semester of study, Undergraduate and Graduate students may enroll only in the number of hours needed to complete the degree.
- **NOTE: Only one 3-credit hour online/distance learning course may count toward a student's full-time status. If the student will enroll in only one course in a semester (e.g. the final semester of study), the course must be one that has some classroom component (e.g. face-to-face meeting with professor or classroom seminars/testing).**

In the final semester of a degree program, the number of hours needed for graduation is considered to be full-time even if it is less than what is normally considered full-time. However, the student is required to submit an Authorization to Enroll Less Than Full-Time form, which requires the department to validate that the student is in his/her last semester and that the student is taking all available hours.

If a student is authorized for full-time Curricular Practical Training (CPT), the hours assigned to the class associated with the CPT is considered full-time even if it is less than what is normally considered to be full-time enrollment. Please note that participation in CPT is not a reason for an extension of time in F-1 student status; so, students should plan to complete their degree on-time.

If a student is authorized for part-time Curricular Practical Training (CPT), the normal full-time enrollment must be maintained. However, the number of hours assigned to the CPT course will count toward the total number of required credit hours of enrollment.

Academic Vacations:

Academic students are required to be enrolled full-time each fall and spring semester, and may choose not to enroll in classes or take classes part-time during summer breaks. However, if the student's first session of studies in their program is in summer, that student must be enrolled full-time for the summer (6-credit hours each summer session or 12-credit hours if enrolling full-summer).

English Language Institute students must be enrolled full-time for four consecutive sessions before taking a session off for vacation.



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TO BE COMPLETED BY ACADEMIC ADVISER/CHAIR

NOTE: This form is required each semester that a student is not enrolled full-time and must be received by Capstone International Services prior to the last day of registration of the semester that reduced course load authorization is being sought. Capstone International Services must report the reason a student is not enrolled full-time to USCIS.

According to USCIS and University of Alabama standard, full-time enrollment is considered 12 credit hours per semester for undergraduate students and 9 credit hours per semester for a graduate student. However, if a graduate student is on a .50 assistantship, he/she need only be enrolled six credit hours to be considered full-time.

Name of Student: _____

CWID Number: _____ Level of Study: _____

Major Field(s) of Study: _____

UA Academic Department: _____

Adviser/Chair's Name: _____

Adviser/Chair's Title: _____

Adviser/Chair's Phone Number: _____ Email: _____

INSTRUCTIONS TO ACADEMIC ADVISER: Please complete the following approval and sign at the bottom.

This is to confirm that the above named student is a student in the Department of _____
expecting to complete a Bachelor's; Master's; Doctoral degree by _____.

In this Fall Semester; Spring Semester of (year) _____, he/she is enrolled for _____ credit hours.

The reason that the student is not enrolled full-time is because of one of the following reasons:

Student is his/her last semester in the program. The student only requires _____ credit hours to complete his/her degree program.

Student is completing his/her thesis or dissertation and has only research hours to complete his/her. Program. The student will enroll in _____ credit hours, and this is considered full-time.

Adviser/Chair's Signature: _____ Date: _____