

## International Student Services

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.645.9629 | Fax: 603.645.9603

### Academic Part Time International Student Recommendation

\_\_\_\_\_ is enrolled for less than a typical full time  
Given Name Family Name SNHU ID#:

course load for the \_\_\_\_\_ semester for the following reason:  
term/year

#### 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 1/2 the normal full course load for graduates is required.**

- Completion of course of study for undergraduates  
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.**

- The student does not have my permission to be part-time and has been advised by me to maintain full time status (6-7 credits or the normal course load for graduate students, or 12 credits for undergraduates).

#### Full time study alternatives:

(undergraduate less than 12 credits, graduate less than 6-7credits or normal definition of full time)

- Graduate student pursuing a full course load as determined by normal program definition even though less than 6-7 credits (or normal definition of full time for doctoral students). Student is taking \_\_\_\_\_ credits.  
Note: Final class in final term must be on campus.
- Student is concurrently enrolled with another USCIS approved school and will take \_\_\_\_\_ credits at SNHU and \_\_\_\_\_ credits at \_\_\_\_\_. The enrollment in both schools amounts to a full course of study.  
(Attach copy of registration from other school.)

\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Approved by International Student Services: \_\_\_\_\_  
Designated School Official

SEVIS update required  Yes  No Date: \_\_\_\_\_

## Instructions for Students and Advisors

- **Deadline:**  
The International Student Services must receive academic part time study recommendations **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 may result in losing benefits such as Practical Training or other work opportunities. Deportation is a possible result of violating student status.
- **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 part time recommendation form be accurate and that international students enroll to the fullest extent possible each term.
- Financial hardship is not accepted as a legitimate reason for part time study.
- Poor academic progress (for example: anticipated failure in a course) or academic probation is not accepted as a legitimate reason for part time study.
- 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.** Instead, the student should contact an International Student Advisor in the International Student Services.

Please return this original form to International Student Services, Belknap Hall. If you have any questions, please call Dawn Sedutto 603.645.9629 x2242 or Debbie Donnelly x3393.