F-1 Equivalency Certification Form
Bradley University International Student Services
Request for Reduced Enrollment

Complete Section A and then have academic advisor complete Section B summarizing the reason for a reduced number of credits.

A. To be completed by student

Family Name ___________________________ Given Name ___________________________ Student # ____________

Local Address ___________________________ Telephone # ___________________________

Email Address ___________________________ College ___________________________ Department ___________________________

Bachelor ____ Master ____ Credits Accumulated _____ Anticipated Completion Date ____________ Completion Date on I-20 ____________

B. To be completed by Academic Advisor

Graduate students are required to enroll in 9-semester hours credit minimum, whereas undergraduate students are required to enroll in 12-semester hours credit minimum. By immigration law, the F-1 student should be full-time during each semester. The designated school official may allow an F-1 student to engage in less than a full course of study. Except as otherwise noted, a reduced course load must consist of at least six semester hours required for a full course of study. A student who drops below a full course of study without the prior approval of the PDSO will be considered out of status.

Reason(s) for Reduced Course Load:

Academic difficulties - First Semester

___ Initial difficulty with the English language or reading requirements

___ Unfamiliarity with U.S. teaching methods

___ Improper course level placement.

The student must resume a full course of study at the next available semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization by the PDSO due to academic difficulties while pursuing a course of study at that program level.

Medical Condition(s)

___ In order to be authorize for a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the PDSO to substantiate the illness or medical condition. The student must provide current medical documentation and the PDSO must reauthorize the drop below full course of study each new semester. A student previously authorized to drop below a full course of study due to illness or medical condition for an aggregate of 12 months may not be authorized by a PDSO to reduce his or her course load on subsequent occasions while pursuing a course of study at the same program level. A student may be authorized to reduce course load for a reason of illness or medical condition on more than one occasion while pursuing a course of study, so long as the aggregate period of that authorization does not exceed 12 months.

Completion of Course of Study

___ Student is in the final semester fewer courses are needed to complete the course of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. Such action may include application for optional practical training, application for change of status, or departure from the U.S.

Semester Requested ____________ Academic Year ____________

Indicate Course(s) (i.e. MS 840) ____________

I endorse and recommend a reduced registration for the semester requested for this student based on the above reason.

Undergrad Academic Advisor ____________ Print Name ____________ Date ____________

Graduate Coordinator ____________ Print Name ____________ Date ____________

Approved by PDSO ____________ Date ____________

Effective Date: 08/17/2012