International Center
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FULL TIME EQUIVALENCY REQUEST

This form is used for students who will not be enrolled full time during an academic term yet the Department considers them to be full time enrolled due to a specific academic program design. Please be advised that this request form along with required documents listed below must be submitted to an International Student Advisor.
This request must be received by the International Center (IC) by the end of second week of classes of EACH TERM. A student who drops below a full course of study without prior approval of a Designated School Official (DSO) is considered out of status. Once this request is approved, we will issue you a "FULL TIME EQUIVALENCY CERTIFICATE", and you should keep it for your own records. You will need to pick up the certificate at the ISC front desk with your UM photo ID.

- Complete Section A of this form;
- Attach a legible copy of your current I-20 (page 1 & 3);
- Attach a legible copy of your most recent I-94 card (both sides);
- Attach a letter (must be printed on letterhead) written by your academic advisor stating why you are not enrolled full time and the credit hour(s) for which you are enrolled, if any, for the term. Please note we will not approve your request unless the reason falls in one of the reasons described specifically in Section B;
- Attach an unofficial transcript downloaded from SIS;

Section A: to be completed by the student [print clearly]

Name: _____
last first middle

Date of birth: _____ Gender: _____ Academic Career _____

UM ID #:_____ SEVIS ID # _____

Email: _____ Phone #:_____

Signature: _____ Today's date: _____

Section B: to be completed by an ISA [please check all that apply]

- Verified the student's immigration status and the information in Section A;
- Attached copies of all required documents listed above;
- Verified the student's eligibility for full time enrollment equivalent for (specify the term) _____ and the student is/will be enrolled for (specify the number of credit hours, if any) _____. The student is considered to be full time enrolled for one of the following reasons:

    - Student is completing all formal course work during the current term. Upon completion of formal course work, the student will begin to prepare for (please specify the appropriate one: preliminary exam, qualifying exam, dissertation or thesis) _____.
    - Graduate student has already completed all formal course work but is currently preparing for _____.
    - Student is participating in a combination of clinical work and course work.

ISA initials: _____ Date: _____