

ACADEMIC ADVISOR'S CERTIFICATION OF UNDER-ENROLLMENT

F-1 students must be authorized *in advance* to engage in less than a full course of study. This form must be completed **EVERY** semester that a student is under enrolled and must be received by OIE by the end of drop/add for that term.

TO BE COMPLETED BY ACADEMIC ADVISOR AND RETURNED TO:

Advisor to Foreign Students and Scholars, Office of International Education
110 E. Clayton St. 4th floor, Bank of America Building,
Athens, GA 30602

A. To be completed by student

Date completed: _____ Semester of under-enrollment: _____

Student's name: _____ ID to used register in OASIS _____ Visa Status: F J
(Last) (First)

Number of hours student will enroll: _____ Email: _____

B. To be completed by academic advisor

This student will register for less than a full course of study (9 hours for graduate and 12 hours for undergraduate students), **or** will not register for the following reason(s):

- Graduate student** working full-time on a masters or doctoral thesis/dissertation and making satisfactory progress. His/her degree should be completed by _____.
- The student is graduating this semester and is taking his/her last remaining academic course or courses. (Academic advisor must provide a written letter along with this form to confirm.)
- Student has left the United States permanently and is no longer continuing their degree at UGA.
- Student has left the United States, but is maintaining registration at UGA (Example: Student doing research/data collection overseas, but **is enrolled** in at least 3 credit hours at UGA).
- Student has left the United States and is still working on their degree, but not enrolled at UGA (Example: Student doing research/data collection overseas, but **not enrolled** in credit hours at UGA).
- Student has transferred to another university and is no longer a student at UGA (student must provide proof of enrollment at new school to OIE)
- Graduated already and received letter in error

If the reduction in course load is due to one of the above reasons, this form **must** be completed and approved by the International student advisor by the last day of Drop/Add for the semester of the course reduction.

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- Student taking less than 12 hours for the following reason:
  - \_\_\_ A. Academic Difficulties
    - \_\_\_ a) English language difficulties (during first term of enrollment);
    - \_\_\_ b) unfamiliarity with U.S. teaching methods; (during first term of enrollment);
    - \_\_\_ d) improper course placement; (include letter of explanation)
  - \_\_\_ B. Medical Reasons (additional documentation from doctor required)

If the reduction is due to academic difficulties or medical reasons, this form must be completed and approved by an international student advisor **prior** to the student dropping classes.

If none of the above situations apply, please confer with an International Student Advisor at 425.3154.

ACADEMIC ADVISOR'S CERTIFICATION: \_\_\_\_\_  
(Academic Advisor's Signature)

\_\_\_\_\_  
(Name) (Dept.) (Date)

**A. To be completed by international student advisor**

Approved by ISA \_\_\_\_\_ Date \_\_\_\_\_