

Application for Exemption to the Full Course of Study Requirement for F-1 International Students

A full course of study at The New School is defined as one of the following:

If you are in F-1 status and wish to apply for certified exemption to the DHS-defined full course of study requirement:

1. Complete all the blank spaces below and submit this application to your Department Chair for signature.
2. Bring completed form to ISS with any needed documentation.
3. Take a copy of this ISS approved application back to your Department for their files.

To be completed by student. Please print clearly:

Name _____ Student ID# N _____ Semester Requested _____
Phone _____ Email _____ Expected Graduation Date _____
Division _____ Department _____ Program of Study _____

I request authorization to enroll in only credit hours during the above semester because—

I am a graduate student working full-time on a thesis or preparing for comprehensive examinations.

***For shaded items above, attach a detailed letter from your Department Chair in support of your request.**

I am a postdoctoral student or fellow fully engaged in the research or study for which I was issued an I-20. [8CFR214(f)(6)(i)(A)]

I need less than full-time course load to graduate and expect to graduate at the end of this term. [8CFR2132(f)(6)(i)(B)]

I need ESL training, so I have dropped to ____ credit hours in my program and am taking ____ hours of ESL for no credit.
(Exchange: 6 hours of ESL= one 3 credit hour program course)*

I am unfamiliar with US teaching methods or requirements or due to improper course load. I have attended my courses and made a good-faith effort to succeed. I also certify that until this semester I have consistently enrolled full-time. [8CFR214.2(f)(6)(iii)(A)] *

I am in danger of failing and have been advised to reduce my course load due to initial difficulty with the English language or reading requirements. I have attended my courses and made a good-faith effort to succeed. I also certify that until this semester I have consistently enrolled full-time. [8CFR214.2(f)(6)(iii)(A)]*

I have a medical reason and will submit a doctor's note directly to ISS with this application. [8 CFR 214.2 (f)(5)(iv)]

I am employed on campus pursuant to the terms of a scholarship, fellowship, or assistantship this is deemed to be part of my academic program. Include letter from financial Aid offering award and letter from Department Chair detailing responsibilities. [8 CFR 214.2(f)(6)(iii)*

As part of my program requirements, I am concurrently enrolled in courses at a another university bringing my total enrollment to full-time.
[8 CFR.214.2(f)(14)]*

I am an ESL student, who was enrolled full-time for at least the first and second terms of the spring semester preceding this summer term, and am taking additional courses. [8CFR 214.2 (f)(5)(iii)]

I have completed my program of study, am on Practical Training, and am taking additional courses. [8CFR 214.2(f)(5)(10)(D)]

I was not in the USA, and therefore not in F-1 status and not required to be enrolled full-time during this semester.

I understand that it is my responsibility to maintain my legal status with the Department of Homeland Security. It is not the responsibility of The New School. To that end, I certify that the above information is true and correct.

Student's Signature _____ Date _____
As **Department Chair**, I verify the accuracy of the above to the best of my knowledge,
Advisor, I have determined that this student is _____ As **International Student**
have advised the student about educational implications, and support this request. _____
study requirement. _____ fulfilling DHS's full course of

Department Chair Signature _____ Date _____ International Student Advisor
Signature Date

↳ For Parson AAS, BFA & BBA Critical Studies Advisors, please sign on the back.

International Student Services

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