

To be completed by the student:

This waiver is for: Fall Spring Summer

Student Name UT ID #

Email Phone

Are you a GRA or a GTA: Yes No

Note: Permission of Graduate Dean required if student holding GRA/GTA is enrolled below 9 hours.

Please read the following statements and initial:

- _____ I must obtain permission from OIE before dropping below full time enrollment hours.
- _____ I am only allowed to drop one course per degree level for any academic reason (see page 2 for acceptable reasons).
- _____ If approved, I must remain in a minimum of 6 credit hours. (Rare exceptions allowed for final semester and medical waivers).
- _____ I may only drop the course(s) which have been reviewed and approved by the OIE advisor.

I have read the information above and understand that I must obtain the permission from OIE before I drop any course. If I have any questions, I should speak to one of the OIE Advisors before I make any decision.

Student Signature _____ Date

TO REQUEST A COPY OF THIS FORM ONCE SIGNED AND APPROVED BY THE OIE, CHECK THIS BOX:

Your request will be ready for pick-up, after 3:30 p.m., 7 to 10 business days after you place your request.

To be completed by Office of International Education:

This waiver is: **Approved** **Denied** for semester only.

Credit hours required for this semester:

Name/Title of DSO

The approval/denial reason:

The student has had previous waivers: No Yes. If Yes, Semester(s):

Reason(s):

DSO Signature _____ Date Signed

Actions: Recorded in PS Emailed Copied _____

To be completed by the Academic Advisor / Course Professor ONLY:

Please contact the OIE if you have any questions while filling out this form:

This waiver is for: Fall Spring Summer

Student Name UT ID #

* Required courses for given semester:

Estimated date of completion of degree requirements:

Please check one of the acceptable reasons for a Full-time Enrollment Waiver for this student per Immigration Regulations [8 C.F 214.2 (f)(6) (iii)] listed below:

Academic Reasons: (Check one of the following :)

Initial Difficulties: (Only in the first semester at a US institution. Required enrollment for graduate students is 6 hours and 9 hours for undergraduates. Check only one option below.)

English Language **American teaching methods** **Reading Requirements**

Improper course level placement: (Required enrollment for graduate students is 6 hours and 9 hours for undergraduates)
Please explain how this student was registered for this course inappropriately: (If needed, attach a separate page)

Thesis, Project or Dissertation only

Student has completed all other requirements for degree. Required enrollment is 6 hours and student must reapply for a waiver each additional semester.

Dissertation, Comprehensive Exam Passed

Student has successfully passed comprehensive exam. Required enrollment is 6 hours with 3 hours of dissertation.

Final semester

Student is completing **final requirements** this semester. Enrollment may be below 6 hours. At least one course must be completed on campus at UTA. The I-20 will be shortened and a new form is issued.

Administrative enrollment for purposes of graduating in absentia is not considered final semester enrollment.

Medical Waiver

Requires a letter written by physician or licensed clinical psychologist stating enrollment recommendation.

Advisor's Name: Department:

Phone Number / Extension: Email:

Signature _____ Date Signed

Please return this form to the OIE once completed by your Academic Advisor.