



SMU

International Student & Scholar Services Office

VERIFICATION OF FULL-TIME STATUS DUE TO COMPLETION OF FORMAL COURSEWORK FOR STUDENT WORKING ON THEIR LAST SEMESTER

Dear Dean or Academic Advisor,

The Department of Homeland Security has authorized Designated School Officials to consider a student full-time for purposes of maintaining legal status in the U.S. even when enrolled for less than a full course of study for certain specified reasons. Authorization by submission of this form to the International Office must be obtained prior to the student reducing their course load for the above stated reason. DHS allows undergraduate and graduate students to be enrolled for less than full-time credit hours during the last semester of their program if only those credit hours for which the student wishes to register are needed for completion of the program. See Code of Federal Regulations [8 CFR 214.2 (f)(6)(i)(A)] for F-1 students. For J-1 students code 22 CFR 62.23(e) applies.

VERIFICATION SIGNATURE

This form will become a permanent part of our records and will be used as documentation for less than full-time hours. Our records are subject to review by DHS.

Semester and Year RCL is needed: _____

Student's Name: _____ Student ID#: _____

Course Title: _____ Course Number: _____ Credit Hours: _____

Course Title: _____ Course Number: _____ Credit Hours: _____

"I verify that the above named student has completed all formal course work and is currently completing their last semester towards completion of program. This is reflected in the student's registering for the above listed course(s)"

Name: _____ Title: _____

Phone: _____ Department: _____

Signed: _____ Date: _____

Comments: _____
