



## Last Semester Memo

Immigration regulations require international students in F-1 and J-1 status to obtain prior approval from the Office of International Education in order to take less than a full-time course of study or authorized equivalent. Students in their last semester who have less credits remaining in their program than the full-time requirement, must file a Last Semester Memo, if they are not eligible to file a Certification of FullTime Status, with the ESF Office of International Education.

**Part 1:** To be completed by the student.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID# \_\_\_\_\_ SEVIS ID #: N00 \_\_\_\_\_

Email Address \_\_\_\_\_

Program of Study \_\_\_\_\_

Degree Program ☐ Bachelors ☐ Masters ☐ Doctoral Other \_\_\_\_\_

☐ Graduate Students: I understand that my academic department must validate that I am taking a reduced course load when my registration is below 12 credits in the last semester of study required to complete my degree when I am not eligible to file a Certification of Full-time Status.

☐ Undergraduate Students: I understand that my academic department must validate that I am taking a reduced course load when my registration is below 12 credits in the last semester of study required to complete my degree.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part 2:** To be completed by the academic department.

Assuming that the above named student passes her/his courses this semester, under this department's academic plan, I verify that the student will complete all degree requirements and will graduate on  
Date (Day, Month, Year) \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date