



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 Full-Time Status](#), with the ESF Office of International Education (9 Old Greenhouse).

Part I: To be Completed by the Student

First Name: _____ Last Name: _____

Student ID#: _____ SEVIS ID #: N00 _____

Email Address: _____

Program of Study: _____

Degree Level (Circle One): Bachelors Masters PhD 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.

Additional information about full-time enrollment: <http://www.esf.edu/international/fulltime.htm>

Signature: _____ Date: _____

Part II: 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

Completed forms must be submitted to the Office of International Education at 9 Old Greenhouse.