



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Part-Time Enrollment Authorization for Medical Conditions

F-1 and J-1 students are required by federal immigration regulations to be engaged in a “full-course of study,” which means **15 units** each fall/winter/spring term for undergraduates. You must obtain authorization from the ISS advisor to be enrolled less than full-time during any term. The ISS advisor must indicate the authorization in the SEVIS system in order to make it official.

Rules:

- Enrollment below full-time for medical reasons cannot exceed a total of 12 months.
- If the condition prevents full-time enrollment beyond one fall, winter, or spring term, new documentation must be provided from your physician and authorization must be granted from the ISS advisor each subsequent fall, winter, or spring term.
- If a student later moves to a higher degree level (such as from MA to PhD), the student receives an additional 12 month limit permitting part-time enrollment due to medical reasons.
- If after 12 months the student is still unable to resume full-time studies, the student must either leave the U.S. and reapply when he/she is able to handle full-time studies again or apply to change to another nonimmigrant status appropriate for continuing medical treatment in the U.S.

Procedure:

1. Obtain a letter from your physician (Medical Doctor, Doctor of Osteopathy, or Licensed Clinical Psychologist only).
 - a. The letter must be typed, dated, and signed by the physician on the physician’s letterhead, *and*
 - b. must indicate that you have a medical condition which prevents you from registering full-time during a specific term,
 - a. *and*
 - b. must specify the number of term units for which you can register, *and*
 - c. must specify the date by which you will be expected to return to full-time studies.
2. Send this letter to ISS as soon as possible, preferably before the term begins, or as soon as possible after the onset of your medical condition if it occurs after the term starts. If you need to drop classes after the term begins, you will not legally be able to do so until ISS receives this letter.

Sample Letter: Your physician might use this as a template for writing the letter. The sample includes all information required to receive authorization.

Student First/Last Name

Date of Birth

Today’s Date

Ms. XX is a patient currently under my care, who has a medical condition which prevents her from pursuing full-time studies for the fall 2006 term. As her physician, it is my recommendation she be



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allowed to register for only 6 units during the term. It is expected that she will be able to resume full-time studies during the winter 2007 term.

Physician Name and Signature

A Note to Pregnant Students or Students Who Have Recently Had a Baby:

Most people understand how difficult and challenging it is to be pregnant and recover from childbirth. Aside from such things that threaten the health or life of baby or mother, or complications experienced during delivery, the USCIS, however, may take a different point of view. While ISS will not second-guess any recommendations provided by a qualified physician, we urge students to use caution when requesting authorization for a medical condition that relates to pregnancy or childbirth. Such things as breastfeeding and getting no sleep, or even a “normal” pregnancy, may present challenges, but it is not clear that the USCIS will really view these as “medical conditions” should they ever have reason to review the situation of a student who has received such authorization. It may be helpful as a guide to remember that U.S. law, through the Family Medical Leave Act, protects American workers’ jobs only up to 12 weeks maximum. To be safe, you may want to use 12 weeks as your guide, unless you have a real medical condition that prevents you from enrolling full-time.