Request for Part-Time Semester for International Students
(continuing students only)

I will be taking fewer than 12 credits during _______ Semester of 20___. Please place me in Part Time status for that semester (UGDPT). I will return to Full Time status the next semester.

I understand that during this Part-Time Semester I am not entitled to:

- On-campus housing
- Health benefits from BYU-Hawaii

I understand that it is my responsibility to check with my academic advisor to find out how this Part Time Semester will affect my MAP and graduation.

I understand that as an international student (that is, I am in the U.S. on a visa) I can only have a part-time semester status if:

1) I will have just completed the last two semesters FT in-residence and am not on my last semester (verified by ISS Office ________________ print __________________ sign)

2) I have proof of insurance that covers me when I am on taking fewer than 12 credits.
   Verified ISS Office ________________ print __________________ sign date: ______
   Coordinated with IWOK office, if applicable ______________________ date: ______

3) I live off-campus during the Part-Time Semester_____ student’s initial

PT Internship?

If you are doing an internship, but registered for fewer than 12 credits, the semester is considered a full-time status semester. You will be eligible for on-campus housing and student medical benefits, but it will also be counted as a semester-in-residence.

(Please work with your department and Career Services to apply for an internship)

PT Online-Only?

If you are taking fewer than 12 credits and they are all online-only (sec. 300) you will need to fill out the online-only semester request.

Signature: ___________________________ Date: ________________

Printed Name: ___________________________ ID Number: ___________________

Please submit the completed form to the Registrar’s Office