

Counselor and Department Advisor form for F-1 International student requests

Thank you for agreeing to meet with and advise our international students. Our goal is to have students create a relationship with you to help them navigate the US educational system and Montgomery College. If an F-1 student requests Enrollment below **12 billing hours** or an Extension of time needed for degree completion, please complete the *information below* and EMAIL ATTACH this form to the i20questions@montgomerycollege.edu and copy the student on the email. Please contact an International Student Coordinator directly with questions!

Student Name: _____ ID number M_____

BELOW FULL TIME ENROLLMENT:

The US government allows “Designated School Officials” (the International Coordinators at Montgomery College) to give legal permission for an F-1 visa status student to “Drop below a full course of study” in very limited situations (most are listed below). **Please CHECK ONE of the following reasons you believe this student should enroll below full time this term;**

1. Student needs less than 12 credits to complete a degree THIS term. Attach an Advising Worksheet and be sure the student applies through MyMC for graduation.
 2. Student has a medical or psychological "illness" that can be **documented by a physician or licensed counselor** (maximum 12 calendar months). *Please refer the student to a physician or licensed counselor/therapist for support and documentation – cannot be ‘publicly funded’.*
 3. Student has been "placed into the improper course or level" - may need explanation.
 4. Student is "unfamiliar with American teaching methods" (PLEASE see Note * below)
 5. Student is in their first semester of their program (ESL, ELAP, Degree-level) and has problems with English or Reading (inconsistent with their testing level)
- Please use space below for any notes to coordinators or suggestions for the student.
 - This letter should be received by our office BEFORE the student actually drops or withdraws from the course (you may email the letter).
 - If the student’s case does NOT fit one of these categories but you believe there are extreme, extenuating circumstances, please contact the International Coordinators.
 - Students can use option 3, 4, or 5 **ONLY once** during their educational career.

I-20 EXTENSION:

This student should graduate in: Major _____ (check) Fall Spring 20 _____

IF the student is NOT making “Normal Progress” toward their degree, NOTE BELOW. If the next term will be their last, you can also specify courses needed for them to qualify to be below full time on an Advising Worksheet.

COMMENTS (please include comments!) _____

COUNSELOR NAME

DATE

NOTE *The “UNFAMILIAR WITH AMERICAN TEACHING METHODS” category is the most ambiguous. It was designed to assist students who were unwilling or unable to challenge a teacher in class discussion or participate in seminar-type courses, or who have other types of specifically cultural interference. We have also been able to consider this category when a student is unfamiliar with the American Education system and has somehow violated, or not taken advantage of, a policy or program. This may require additional documentation. HRK09/20