Final Quarter Enrollment for Visiting Exchange Students

Although Visiting Exchange Students at the University of Washington are encouraged to maintain full time enrollment throughout the course of their UW studies, visiting exchange students can drop below full time enrollment during their final quarter of study at the UW if they meet eligibility requirements and receive pre-approval as outlined below.

**Eligibility is based on the period of UW Exchange:**

**One Quarter:** Student is not eligible for reduced enrollment and must take full time credit load: minimum of 12 credits undergraduates (UG) or 10 credits graduates (G).

**Two Quarters:** Student must take full time credit load during their first quarter and can take a reduced credit load during second quarter if the total number of credits for two quarters equals 24 (UG) or 20 (G).

**Three Quarters:** Student must take full time credit load during first and second quarters and can take a reduced credit load during the third quarter if the total number of credits for three quarters equals 36 (UG) or 30 (G).

**Pre-Approval:**
All students who are requesting reduced enrollment must have the following form submitted to International Student Services (ISS)/UW Study Abroad by the following deadlines:

- **Autumn Quarter 2015 reduction:** October 16, 2015
- **Winter Quarter 2016 reduction:** January 22, 2016
- **Spring Quarter 2016 reduction:** April 15, 2016

*Completed forms should be turned in to IPE/ISS:*

**Forms received after the above dates will not be processed and student will need to remain enrolled full time.**

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Part Time Enrollment Request for IPE Exchange Students

Student Name:_________________________ __________________________
                      (Last Name, First Name)

Student ID #______________

I am requesting part time enrollment for: (circle one) AUT WIN SPR SUM 20_____

My exchange is for a total of: (circle one) Two Quarters Three Quarters

During my term(s) at the UW, I have completed _______ credits.

I understand I must earn the total credits specified in the requirements listed above in accordance to my exchange agreement with UW Study Abroad.

___________________________________________________________  Date

Student Signature

Based upon the guidelines listed above, I verify that this student is permitted to drop below full time enrollment for the quarter.

The student, however, must still register for _______ credits in order for his/her tuition to be paid.

Signature of UWSA Advisor: _______________________________ Date:_____________________

Signature of ISS Advisor: _______________________________ Date:_____________________

FISCAL: ______