

PERMISSION TO INCREASE/DECREASE CREDIT LOAD

The Law School requires all full-time students to register for a minimum of 12 credits per semester to maintain full-time student status. All students need permission to register for fewer than (or to drop below) 12 credits in a semester, or to register for more than 15 credits in a semester. Please note that approval to register for more than 15 credits will result in additional tuition charges (that may not be refundable). If a student is approved for less than 12 credits in a semester, a full-time equivalency will be placed on the student's record, and the student will be responsible for full-time tuition. Please consult with the Office of Financial Services for any billing questions.

It is especially important for international students to note that in accordance with the U.S. Department of Homeland Security (DHS), all international students must be registered for the full-time program by September 3 for Fall 2008 and January 18 for Spring 2009.

** Fall 2009 requests will be accepted only from: **June 11 – September 2**

** Spring 2010 requests will be accepted only from: **December 1 – January 17**

DATE: _____ NYU STUDENT ID #: N - _____
LAST NAME: _____ FIRST NAME: _____
NYU EMAIL ADDRESS: _____ PHONE: _____
DEGREE: LL.M. F/T__ P/T__ EXCHANGE__ PROGRAM: _____

Please check one:

I would like to register for _____ credits in the _____ semester.

I would like to graduate with more than 30 credits.

Full-time students who are given permission to graduate with more than 30 credits will be charged on a per-credit basis for all credits in excess of 30. Courses not applicable towards the LL.M. degree (e.g., language courses) do not count towards this cap.

Please indicate the reason for your request and the courses you plan to take:

RETURN THIS FORM TO THE OFFICE OF GRADUATE AFFAIRS, LOCATED IN FURMAN HALL 340, OR VIA EMAIL AT: GraduateAffairs@exchange.law.nyu.edu, OR BY FAX AT: 212-995-4656. IF FAXING, PLEASE SEND AN EMAIL CONFIRMATION. YOU WILL THEN RECEIVE A RESPONSE VIA EMAIL.

FOR OFFICE USE ONLY: