

PERMISSION TO INCREASE/DECREASE CREDIT LOAD

To register for fewer than 12 credits or more than 15 credits, students must obtain approval from the Office of Graduate Affairs. Please note that full-time LLM students who register for more than 30 credits will incur charges in addition to the flat rate charged each semester. The Law School requires all full-time students to register for a minimum of 10 credits per semester to maintain full-time student status. There are no exceptions to this minimum. If a student is approved for fewer 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.

It is especially important for international students to note that in accordance with the US Department of Homeland Security (DHS), all international students must be registered for the full-time program within two weeks of the start of *Introduction to US Law*, or if they have waived out of *Introduction to US Law*, within two weeks of the first day of classes of the Fall semester. For the spring semester, students must be registered full-time within two weeks of the start of classes.

DATE: _____

STUDENT ID #: N - _____

LAST NAME: _____

FIRST NAME: _____

FULL TIME ___ PART TIME ___ EXCHANGE ___

SPECIALIZATION: _____

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 LLM degree (e.g., language courses) do not count towards this cap.

Please indicate the reason for your request:

RETURN THIS FORM WITH ATTACHMENTS TO THE OFFICE OF GRADUATE AFFAIRS, LOCATED IN FURMAN HALL 340, OR VIA EMAIL: law.graduateaffairs@nyu.edu.

FOR OFFICE USE ONLY: