I understand I am required to purchase Firebird International Medical Insurance for the approved reduced course load quarter. This insurance can be used in my home country and anywhere else I travel.

**Student’s signature** ___________________________ **Date:** ________________

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**MUST BE COMPLETED BY ACADEMIC ADVISOR OR IMMIGRATION SPECIALIST**

- **Vacation:**
  - Yes: Has been enrolled for the past 3 consecutive quarters. If includes a quarter at previous school, **unofficial transcript must be attached** or on file.
  - No: Has been enrolled less than 3 quarters but this is the student’s FIRST summer quarter. (default vacation quarter)

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**Add Insurance**

**Student plans to take no credit. Advisor or Immigration Specialist must do:**

- A. Within 15 days from the first day of the quarter → **□** Add Z020 & print class schedule for insurance
- B. After 15 days from the first day of the quarter → **□** Refer the student to the front desk

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**Medical Condition: The following conditions must to be met.**

- **□** Student provided medical documentation from a **U.S. licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist** that substantiates the illness or medical condition (**please attach**).
- **□** Has not exceeded an aggregate of 12 months of medical RCL for the current program level.

See back of form for Completion of Program, Academic Difficulties, or Concurrent Enrollment
Completion of Program: Per immigration regulations, student understands that he/she cannot take only online classes in his/her final quarter. (attach degree audit)

Academic Difficulties: A student may be authorized for a reduced course load in this category only for a single quarter at each educational level. **Student MUST still be enrolled in at least 6 credits.**

- Difficulties with English language or reading requirements in the first term of study in the U.S.
- Unfamiliarity with American teaching methods in the first term of study in the U.S.
- Improper course level placement (In this instance students may drop a course only when an advisor has recommended that the student take the course for which he/she was not academically prepared.)

Concurrent Enrollment: The following conditions need to be met.

1. A class schedule from other school is attached.
2. Classes will count toward the student’s educational objective at Shoreline.
3. Transcripts showing completion of course enrollment must be submitted to an immigration specialist at the end of term.
   - Student has been informed.
4. Combined enrollment at both schools must be at least 12 credits.
5. The number of non-online credits taken at Shoreline must be more than other school in the first 12 credits per quarter enrollment requirement.

Name of institution: ____________________________________________________________________

Advisor’s Note: Please explain any unusual circumstances below.
_____________________________________________________________________________________
_____________________________________________________________________________________

Office Use Only

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