

# Part-Time Study Application

Date: [Insert Date]

To:

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Admission Committee/Specific Person's Name],

I am writing to formally apply for part-time study at [University Name] as an international student for the [specific term/semester, e.g., Fall 2024]. My name is [Your Name], and I am currently enrolled in [Your Current Program or Institution] with a focus on [Your Major/Field of Study].

Due to [briefly state your reason for requesting part-time study, e.g., work commitments, family obligations], I am unable to pursue a full-time academic load at this time. However, I am eager to continue my education and engage with the academic community at [University Name].

I believe that part-time study will allow me to manage my commitments effectively while maintaining a strong academic performance. I will ensure to meet all course requirements and actively participate in class activities.

I kindly request your consideration of my application for part-time study status. I am looking forward to continuing my academic journey at [University Name]. If any additional documentation is required, please let me know.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Contact Information]

[Your Address]