



Application for F-1 Reduced Course Load

F-1 international students are required by U.S. law to pursue a full course of study each fall and spring semester. A full course of study is defined as carrying 12 credits at the undergraduate level, or 9 credits at the graduate level. Under certain academic circumstances, you may qualify for a reduced course load (RCL) of 6 credits for both the undergraduate and the graduate level, or less for an illness or medical condition. To apply, please note the following:

1. You must still be enrolled full-time. If you already dropped below full-time, you do **not** qualify.
2. Have your academic advisor complete this form explaining the academic difficulties that you are experiencing. Academic difficulties are restricted to initial difficulties with English or reading requirements, unfamiliarity with U.S. teaching methods or improper course level placement.
3. If you are suffering from an illness or medical condition, you must provide current medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist that substantiates the illness or medical condition, and recommends a reduction in course load or a withdrawal from school. The medical documentation must indicate which semester that you are requesting a reduced course load or withdrawal.
4. Complete this form and submit it to the Designated School Official (DSO) **before taking any action** to reduce your course load.

The Designated School Official will review your application and if approved, you will be given authorization to reduce your course load for a specific period. A reduced course load based on academic difficulties may only be authorized for one term during your program of study. A reduced course load warranted by an illness or medical condition may be extended up to 12 months if there are serious circumstances necessitating such an extension. **You are required to resume a full course of study in the semester immediately following your RCL authorization** (excluding summer and winter).

To Be Completed By Student

Last Name: _____ First Name: _____

Student EMPL ID Number: _____ SEVIS ID Number: _____

Semester for which you are requesting a Reduced Course Load: _____

Major: _____ Degree Level: Graduate Undergraduate

Phone Number: _____ Email Address: _____

Reason you are requesting a Reduced Course Load: *Check one*

Academic Difficulty: *My advisor has completed the other side of this form.*

- Initial difficulty with the English Language.
- Initial difficulty with reading requirements.
- Unfamiliarity with U.S. teaching methods or requirements.
- Improper course level placement.

Illness or Medical Condition: *Documentation is attached.*

- Illness or medical condition.

**ADVISOR'S RECOMMENDATION FOR F-1 INTERNATIONAL STUDENT
REDUCED COURSE LOAD**

I recommend (name of student) _____
carry a Reduced Course Load of _____ credits (not less than 6) for the _____ (semester) for
the following academic reason:

Initial difficulty with the English language; *describe the difficulty and why it is considered "initial":* _____

Initial difficulty with reading requirements; *describe the difficulty and why it is considered "initial":* _____

Unfamiliarity with U.S. teaching methods or requirements; *describe the difficulty the student is experiencing:* _____

Improper course level placement: *describe the reason for the improper placement:* _____

The student's expected graduation date is: _____

Name of advisor: _____ Signature of advisor: _____

Advisor's phone: _____ E-mail: _____

Department: _____ Date: _____

Designated School Official Action:

Approved: Yes No

Period covered: _____ **SEVIS RCL authorization on:** _____

Reason for denial: _____

Name of DSO: _____

DSO signature: _____ **Date:** _____