

**REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD
FOR STUDENTS IN F-1/J-1 STATUS**

The information requested on this form is needed to comply with U.S. Citizenship and Immigration Services (USCIS) regulations for F-1 students or with the regulations created by the Department of State (DOS) for J-1 students. The international student named below is applying for approval to take a reduced course load. An F-1/J-1 student who drops below a full course of study without the prior approval of the International Student Service Center will be in violation of federal regulations governing international students and will be considered to be out of status.

1. **A reduced course load for academic reasons must consist of at least six credits:** If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will not be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that same degree level.
2. **A reduced course load due to completion of study:** a student who registers for less than a full course load because he or she intends to graduate in that semester, and then does not graduate, will be considered to be out of status and is at risk of losing all F-1 benefits, including employment.

Student Completes this Section

Last Name: _____ First Name: _____

Date of Birth _____ / _____ / _____ Gender: Female Male
Month Day Year

EMPL ID: _____ Phone: _____

Email: _____

Degree Level: _____ Bachelor's _____ Master's _____ Other _____ Major: _____

I am requesting approval for a reduced course load based on the following reason:

Academic Reason: _____
(Clearly state the Academic Reason)

Completion of Studies: _____
(Indicate the semester you will complete your studies)

Student Signature: _____ Date: _____



Advisor Completes this Section

Semester and Year for this request:

Fall: _____ Winter _____ Spring: _____ Summer: (Term 1) _____ (Term 2) _____

1. Academic Difficulty (F-1 Only):

The student named above is applying for a reduced course load due to (check one only):

- Initial difficulty with English language or reading requirements
- Unfamiliarity with U.S. teaching methods
- Improper course placement (provides course number and name)

Please be advised that per USCIS regulations a reduced course load for academic reasons must consist of at least six credits.

I certify that the student’s request to take a reduced course load is due to one of the three reasons listed above. I provide the following information to support the recommendation:

J-1 Student Only:

Bona Fide Academic Reason: Dean/Academic Advisor – Please write your recommendation for a reduced course load below:

Advisors Name (Please Print)

Phone Number

Advisor’s Signature

Date

2. Completion of Studies (Applicable to F-1/J-1 Students):

The student named above is applying for a reduced course load due to the completion of studies. I certify that the student named above will meet all the requirements for graduation at the conclusion of the semester indicated.

Semester and Year for this request:

Fall: _____ Winter _____ Spring: _____ Summer: (Term 1) _____ (Term 2) _____

Advisors Name (Please Print)

Phone Number

Advisor’s Signature

Date

For Office Use Only

ISSC Action: _____ Date: _____ Initials: _____