



## Academic Request for Part-Time Enrollment/Reduced Course Load (RCL) (for F-1 Students)

**Part A: Instructions to STUDENTS**--Complete this section of the request form for a reduced Course Load (RCL), then submit it to your Academic Advisor/Academic Dean to complete Part B. Once Parts A and B have been completed, submit the form to the Office of International Student Services (OISS). **Do NOT drop below full-time status until you receive an email message from the OISS stating whether or not your request has been processed and approved in SEVIS for the semester requested.** Please be reminded that dropping below full-time status without PRIOR authorization in SEVIS is a serious violation of the F-1 student immigration status, which will result in negative immigration consequences.

Family/Last Name: \_\_\_\_\_ Given/First Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Regent Email Address: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_  
Current U.S. Address: \_\_\_\_\_  
Degree Level:    Bachelor    Master    Doctorate    JD/JSD Major: \_\_\_\_\_  
Semester you are requesting an RCL: \_\_\_\_\_ Current I-20 End-Date (Section5): \_\_\_\_\_

**Part B: Instructions to ACADEMIC ADVISOR/DEANS** -- Please complete this section of the form after reading the paragraph below and return it to the student as soon as possible so he/she can submit it to the OISS.

In order for F-1 international students to maintain their lawful immigration status, they are required to be enrolled full-time (generally 12 credit hours for undergraduates, 9 credit hours for graduate students, 6 credits for doctoral students, and 10 credits for law students) during each fall and spring semester. There are a few exceptions to the full-time rule, which the Office of International Students Services (OISS) must first approve for immigration purposes. These exceptions are listed below and must be recommended by the appropriate academic representative before the OISS can approve them. If you are able to verify that this student meets any of the exceptions listed below, please complete this section and return the form to the student as soon as possible. **Important Note:** F-1 international students are considered to be in violation of their immigration status if they do not have PRIOR approval from the OISS BEFORE dropping below a full-time status.

► **The acceptable academic reasons for a drop below full-time status for immigration purposes are listed below. Please check any reason that applies to the student listed above:**

- The student is having difficulty with English language or reading requirements.
- The student is unfamiliar with American teaching methods.
- The student has been placed in the improper course level.
- The student needs less than a full course load to complete the degree this semester.
- Other (may/may not be accepted per immigration regulations), Please Explain: \_\_\_\_\_

Semester for which part-time enrollment/ reduced course load is requested: \_\_\_\_\_

Proposed Number of Credits: \_\_\_\_\_ Anticipated Graduation Date for this Student: \_\_\_\_\_

By my signature below, I recommend part-time enrollment for this student for the semester requested:

Name of Academic Advisor/ Dean (please print)	Email Address
Signature of Academic Advisor/ Dean	Phone Number
Campus Address	Today's Date

**Part C: To be completed by the Designated School Official (DSO) in the OISS.**

The student is    is not    approved for drop below full-time status & was notified by email   , phone   , person    on   .

The authorized drop below full-time status was recorded in SEVIS on (date): \_\_\_\_\_

Name of DSO: \_\_\_\_\_ Today's Date: \_\_\_\_\_

1/17/13