

REDUCED COURSE LOAD BASED ON CONCURRENT ENROLLMENT

An F-1 student may be enrolled in two different SEVP-approved schools at one time if the combined enrollment amounts to a full-time course of study, and the classes taken will count towards degree requirements.

- Requires signature from Academic Advisor below.
- Attach a copy of the Concurrent Enrollment Letter from the other institution.
- Attach a copy of the Class Schedule from the other institution.

To be filled by an ACADEMIC ADVISOR/PROGRAM COORDINATOR only:

Dear Academic Advisor/Program Coordinator, please be aware that this document is used by the International Admissions and Student Services to justify to the U.S. Citizenship and Immigration Service (USCIS) why an international student is carrying a reduced course load. In the case of a USCIS audit of our records, this document will be presented to the federal investigator conducting the audit.

The student has notified me of their planned enrollment at _____ of _____ credit hours for the _____ term. I have reviewed this enrollment plan and advised the student of any potential impact on their academic progress and projected degree completion.

Name of Person Advising	Job Title	Signature	Date

REDUCED COURSE LOAD BASED ON FINAL SEMESTER

- Only allowed during your final semester.
- Requires signature from Academic Advisor/Program Coordinator.
- End date on I-20 will be shortened to the last class day of the semester for the RCL requested.

To be filled by an ACADEMIC ADVISOR/PROGRAM COORDINATOR only:

Dear Advisor/Program Coordinator, please be aware that this document is used by the International Admissions and Student Services to justify to the U.S. Citizenship and Immigration Service (USCIS) why an international student is carrying a reduced course load. In the case of a USCIS audit of our records, this document will be presented to the federal investigator conducting the audit.

Please select one of the following Reduce Course Load recommendations:

- Student in their final semester, completing their degree on (provide date or semester): _____
- Graduate student who will complete all formal coursework this current semester and will start thesis/dissertation next semester.
- Graduate student who has completed all formal coursework and is preparing for comprehensive exams
- Graduate student who has completed all formal coursework and is involved in a thesis or dissertation

Name of Person Advising	Job Title	Signature	Date

REDUCED COURSE LOAD BASED ON MEDICAL REASON

- Maximum 12 months aggregate allowed
- Requires signature from Academic Advisor/Program Coordinator.
- Must provide a Recommendation Letter from a Medical Doctor – Example of [Template Required](#)

To be filled by an ACADEMIC ADVISOR/PROGRAM COORDINATOR only:

Dear Academic Advisor/Program Coordinator, please be aware that this document is used by the International Admissions and Student Services to justify to the U.S. Citizenship and Immigration Service (USCIS) why an international student is carrying a reduced course load. In the case of a USCIS audit of our records, this document will be presented to the federal investigator conducting the audit.

The student has notified me of their planned enrollment of _____ credit hours for the _____ term. I have reviewed this enrollment plan and advised the student of any potential impact on their academic progress and projected degree completion.

Name of Person Advising	Job Title	Signature	Date

STUDENT ACKNOWLEDGEMENT

I certify that I have read the request form instructions and information in full, and to the best of my knowledge, the information I have provided is accurate. I understand that all withdrawals must be processed by me, in accordance with university procedures, through the Registrar's office. I will not drop my class until I have received approval from the ISS office. I might be issued a new Form I-20 that authorizes me to enroll in less than full-time status for the current semester, and my program end date on the Form I-20 might change because of my request. I understand that if I withdraw from the semester, I will not be eligible to continue with my on-campus employment.

Student Signature: _____ **Date:** _____