



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