



F-1/J-1 STUDENT Reduced Course Load (RCL) Form

Section 1. General Information:

As an F-1/J-1 student, you **must** enroll full-time each semester until **ALL** program requirements are **completed**. If you intend to have a reduced course load (RCL), you must obtain permission from the Office of International Admission **prior** to enrolling below full time in order to maintain valid F-1/J-1 status. Please complete this form and submit it to the Office of International Admission as soon as possible to be granted an RCL.

IMPORTANT: ONCE AN RCL IS SUBMITTED TO SEVIS, IT CANNOT BE WITHDRAWN. Please make your decision carefully and ensure that you qualify due to one (or more) reasons listed below.

Reduced Course Load (RCL) means:

- Less than 12 credit hours per semester for undergraduate students;
- There is no requirement to register during Summer vacation period unless you must be enrolled to keep your on-campus employment.
- You must register for Summer semester if it is your first or final semester.

Section 2 (should be completed by the student):

Your Name (Last, First): _____ UMU ID#: _____

Your E-mail : _____ Major/Degree _____

Semester for which you request permission for RCL: Fall ____ Spring ____ Summer ____ Year ____

Reason for RCL (Please mark the appropriate box) :

- Academic difficulties. One semester only. You must maintain a minimum of 6 credits if undergraduate, and 5 credits if graduate. **Please indicate the kind of difficulty:**
 - ◇ Initial (during the first semester) difficulty with the English language and reading requirements
 - ◇ Initial unfamiliarity with American teaching methods.
 - ◇ Improper course level placement.
- Medical. Please attach a letter from a Medical Doctor recommending reduced course load or leave of absence.
- Last semester of a student's academic program (final program requirements. **End date on I-20 will be shortened to the end date of the current semester**)

Section 3 (should be completed by the Academic Adviser):

" I confirm the reason above and recommend RCL " I don't recommend RCL.

Comments:

Adviser's Name: _____ Title: _____

Department: _____ E-mail: _____

Signature: _____ Date: _____

For DSO use only:

RCL Granted DSO/ARO Signature: _____

RCL Denied Date Completed in SEVIS: _____