



## REDUCED COURSE LOAD (RCL) – FINAL TERM ONLY

*Please read carefully*

### \*\*For Undergraduate Students Only\*\*

The U.S. Citizenship and Immigration Services (USCIS) requires F-1 and J-1 students to register for and complete a full course of study (12 credits for undergraduates) each academic term. **Undergraduate students** may petition to drop below full-time if they have fewer than 12 credits of required coursework\* remaining in their FINAL term.

**This completed form must be received in International Student and Faculty Services (444 Snell Hall) no later than the first day of classes of the term for which the request applies.** Failure to meet this deadline may cause the student to fall out of immigration status, resulting in the need to apply for reinstatement.

\*Coursework includes all major(s) and minor(s) for which the student is currently admitted.

### PART I *(to be completed by the student)*

*Please Print Clearly*

Last name (family) \_\_\_\_\_ First name (given) \_\_\_\_\_

Student ID \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Degree level (circle) Bachelor's      Master's      PhD      Major \_\_\_\_\_

Term for which this form applies (circle)      Fall      Winter      Spring      Summer      200\_\_\_\_\_

I certify that I have completed all required coursework for each of my degree major(s) and minor(s) with the exception of \_\_\_\_\_ credits (1-11) that I intend to complete during the term stated above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### PART II *(this section must be completed by the academic advisor)*

The student named above is requesting approval for a reduced course load based on having completed all required coursework for each of his or her major(s) and minor(s), with the exception of the credits indicated above.

**Your signature below will verify to International Student and Faculty Services that the student has fewer than 12 credits to complete his or her degree and that the student is expected to complete his or her program by the end of the term circled above.**

Academic advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Name and title (please print) \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

#### *International Student and Faculty Services use only*

RCL – Final Term:      Approved    Denied      ISFS initials \_\_\_\_\_      Date RCL entered into SEVIS \_\_\_\_\_