F-1/J-1 REDUCED COURSE LOAD REQUEST

THE COMPLETED FORM MUST BE RETURNED TO ISFS BY NO LATER THAN THE END OF THE SECOND WEEK OF THE SEMESTER

Family/Last Name: ____________________________________________________________

Given/First Name: ____________________________________________________________

PID: ___________________________ OHIO E-mail: ___________________________ Semester/Year: _____________

Immigration regulations require F-1 and J-1 students to be enrolled full-time each semester; full-time status is 12 credit hours for undergraduate students, 9 credit hours for graduate students. Students who will not be full-time must complete this form each semester (fall and spring) that they will be enrolled less than full-time. Graduate students enrolled in their department’s 6950 or 8950 thesis/dissertation research course do not need to complete this form.

Students will be authorized for a reduced course load by an International Student Advisor. Students approved for a reduced course load will be notified via e-mail of the approval.

SECTION 1: Reason for requesting a reduced course load – please check one.

☐ GRADUATE STUDENTS ONLY: I will be enrolled for 1 to 8 credits while completing research, thesis or dissertation requirements. Course Code: ____________________________

☐ GRADUATE STUDENTS ONLY: I will be completing my research and/or thesis/dissertation requirements outside of the US. Students completing requirements outside of the US MUST meet with an International Student Advisor prior to departing the US.

☐ I will be enrolled for a reduced course load due to improper course level placement. *

☐ I will be enrolled for a reduced course load due to unfamiliarity with U.S. teaching methods. **

☐ I will be enrolled for a reduced course load due to initial difficulties with the English language. **

☐ I will be enrolled for a reduced course load due to initial difficulties with reading requirements. **

☐ I will be enrolled for a reduced course load because it is my final semester and my remaining courses are less than a full course load.***

* Can only be used ONCE PER DEGREE LEVEL

** Allowed during the first semester of enrollment in degree courses ONLY

*** Can only be used during the last term of your degree program. If this option is chosen, the student’s I-20 or DS-2019 end date will be shortened to reflect the end date of the current semester.

Revised June 2015
SECTION 2: Academic advisor recommendation

A request for a reduced course load MUST be supported by the student’s Academic Advisor. Please review your plans with your Advisor and have her/him complete the following section.

As this student’s Academic Advisor, I confirm the following:

☐ I have reviewed this student’s plans and support the request for a reduced course load.
☐ This student is making satisfactory progress towards the completion of the program and is expected to complete their program of study in ___________________.
   (Semester/Year)

Academic Advisor name: ________________________________

Signature and date: ______________________________________

Student name: __________________________________________

Signature and date: ______________________________________

THE COMPLETED FORM MUST BE RETURNED TO INTERNATIONAL STUDENT AND FACULTY SERVICES NO LATER THAN THE END OF THE 2ND WEEK OF THE SEMESTER.

FOR ISFS USE ONLY

Notes:

Request for RCL approved: Y or N          Student notified: Y or N
SEVIS/FSAATLAS update: Y or N              Advisor/Date: __________________________