REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD
DUE TO ACADEMIC DIFFICULTY
FOR STUDENTS IN F-1 STATUS

This form is provided for your convenience. The information requested on this form is needed to comply with U.S. Citizenship and Immigration Services (USCIS) regulations. The international student named below is applying for approval to take a reduced course load. **Permission from the Office of International Student and Scholar Services MUST be obtained before the student drops the course(s).** A F-1 student who drops below a full course of study without the prior approval of the Office of International Student and Scholar Services will be in violation of federal regulations governing F-1 students and will be considered to be out of status.

A reduced course load for academic reasons must consist of at least six credits, per USCIS regulations. If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will not be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that degree level.

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**Student Completes This Section:**

Degree Sought:  
- Bachelor’s  
- Master’s  
- PhD

Student Name: ____________________________  
(please print)

Student’s B Number: ____________________________

E-Mail: ____________________________

Field of Study: ____________________________  
Completion Date: ___ / ___ / ___

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**Advisor Completes This Section:**

Semester and Year for this request: Fall 20___, or Spring 20___

The student named above is applying for a reduced course load due to (check one only):

- Initial difficulty with the English language
- Initial difficulty with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement (provide course number and name):

A reduced course load for academic reasons must consist of at least six credits, per USCIS regulations.

I certify that the student’s request to take a reduced course load is due to one of the four reasons listed above. I provide the following information to support the recommendation:

Advisor’s Signature ____________________________  
Name & Title (please print) ____________________________

Department (please print) ____________________________  
Telephone: ____________________________  
Date: ___ / ___ / ___

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**For Office Use Only:**

Student notified by e-mail (date): ___ / ___ / ___  
SEVIS RTI Screen Printed: ____________________________

ISSS Action & Date: ___ / ___ / ___; Initials: ____________________________  
Entered in SEVIS (Date): ____________________________

PLEASE RETURN THIS FORM TO THE OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES.