REDUCED COURSE LOAD
APPLICATION FOR F-1 & J-1 STUDENTS TO BE ENROLLED LESS THAN FULL TIME

Immigration Regulation: 8CFR214.2 (F)(6)(iii) Reduced Course Load
“The designated school official [DSO] may allow an F-1 student to engage in less than a full course of study… Except as otherwise noted, a reduced course load must consist of at least six semester …or half the clock hours required for a full course of study [Undergraduates 6 hours; Graduates 4.5 hours]. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status.”

Reasons allowed for a reduced course load at UNK:
1. Academic difficulties in the first semester of undergraduate study
2. Medical condition
3. Completion of the course of study in the current term

Things to keep in mind when requesting a Reduced Course Load:

- SEVIS registration for the term of a reduced course load cannot be completed until the form on the back of this document and any/all required accompanying materials have been turned in to International Student Services.

- Submission of the paperwork to ISS does not automatically grant approval. If additional information is needed, an ISS advisor will contact you for clarification.

- Unless the reduced course load is for completion of the degree in the final semester or the student is co-enrolled, students authorized for a reduced course load are not eligible for on-campus employment.

- USCIS does not consider financial difficulties a valid reason for enrolling less than full time.

- At least one course within the enrollment during the semester of an approved reduced course load must be an on-campus class.
  - If only one course is being taken, it must be an on-campus class.
RCL – LAST SEMESTER

FILL OUT AND RETURN TO INTERNATIONAL STUDENT SERVICES, OTTO OLSEN 205A.

Student Information:
Last/Family Name: ___________________________ First Name: ___________________________
NUID: ___________________________
Education Level: ☐ Bachelor ☐ Master

Semester of Reduced Course Load: ________________ Credit Hours Enrolled: __________

LAST SEMESTER: Completion of course of study:
Prior to signing this section, you will need to request a graduation verification statement from the Registrar’s Office. This statement must be turned in to International Student Services along with this signed document. A reduced course load cannot be approved without the statement from the Registrar’s Office indicating that you are in process of completing all required credits and have applied for graduation.

Student’s Acknowledgement:
I understand that by signing below, I am attesting to the fact that I am in process of completing the final credits necessary for the completion of my degree at the end of the current term. I understand that a second reduced course load can only be approved in the case of a course failure.

Signature: ___________________________ Date: ___________________________