

REDUCED COURSE LOAD (RCL)

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."

**General rule – international students can only be under-enrolled
first semester and last semester**

Reduced Course Load Instructions

International students on F-1 visas who do not intend to take a full course load (Undergraduate 12 hours; Graduate 9 hours) must get prior approval from International Student Services before registering for below full-time for Fall, Spring, or the first semester in a new program.

- If approved for a reduced course load, students are required to take a minimum of 6 credits at UNK (except for a medical condition/ or taking final semester).
- Requests should be submitted by the first week of classes for the requested semester.
- A new Reduced Course Load Request form must be submitted each semester of less than full-time enrollment.
- Unless the reduced course load is for completion of the degree in the final semester or the student is cross enrolled, students authorized for a reduced course load are not eligible for on-campus employment.
- USCIS does not consider financial difficulties as a valid reason for enrolling less than full time.
- USCIS regulations, do not allow for employment for students who are enrolled less than full time.

REDUCED COURSE LOAD (RCL)

FILL OUT AND RETURN TO ISS OFFICE, WELCH HALL. BE SURE TO SIGN AND OBTAIN SIGNATURES WHERE APPROPRIATE.

Student Information:

Last/Family Name: _____ First Name: _____
SEVIS Number: _N00_____ UNK ID: _____
Home Phone #: _____ Cell Phone #: _____
Education Level: ELI Bachelor Master Other (Specify): _____
Student Signature: _____
Date: _____

Directions: Please fill out the form completely, carefully read the descriptions, and provide the required documentation. All forms will be considered incomplete unless approved by an advisor at International Student Services.

Semester of Reduced Course Load: _____
Reason (check only one):

Unfamiliarity with US teaching methods in the first semester of study in the USA:
Requires advisor/departement approval on back of form.
USE SECTION 1

Difficulty with English language in the first semester of study in the USA: Requires advisor/dept approval on back of form.
USE SECTION 1

Improper course level placement: Requires advisor/departement approval on back of form.
USE SECTION 1

Medical condition: Provide official medical documentation stating the nature of the serious medical condition, the reason the reduced course load is necessary, and how many hours may be taken during that semester. This documentation must be on the physician's or practitioner's letterhead and must include their contact information. If the problem continues or returns, a reduced course load for medical reasons must be requested prior to enrollment **each semester**. Only up to a maximum of 12 months per degree level is allowed.

Co-Enrollment: This option is for students who would like to be enrolled at two places at the same time.
USE SECTION 2

Completion of Program (Final Semester): YOU MUST GRADUATE TO MAINTAIN YOUR STATUS. Requires advisor/departement approval on back of form.
USE SECTION 3

SECTION 1:

FIRST SEMESTER: Unfamiliarity with US teaching methods or difficulty with English language in the first semester of study:

Academic explanation of situation necessitating reduced course load due to any of the above reasons:

Academic Advisor's Approval:

I understand that by signing this form I am verifying that the student listed on page one is in his/her first semester of study in the United States and it is my recommendation that he/she be allowed a reduced course load this semester.

Advisor's Name: _____ Signature: _____

Phone: _____ Date: _____

Improper course level placement:

Course Name and Number: _____

Explanation of the academic advisor/department **error** that resulted in an improper course level placement:

Academic Advisor's Approval:

I understand that by signing this form I am verifying that the student listed on page one was placed by myself or the department in an incorrect level or course and it is my recommendation that he/she be allowed a reduced course load this semester.

Advisor's Name: _____ Signature: _____

Phone: _____ Date: _____

SECTION 2:

CO-ENROLLMENT: A student can be enrolled in two different SEVIS-approved schools at the same time according to these conditions:

- Enrollment in both schools amount to a full time course of study (12 hours for undergraduate and 9 hours for graduate students); and **only one on-line course adds to full-time.**
- **At last half of the total credit hours are taken at UNK.**
- The coursework at the second school is not avocational and will be accepted for fulfilling degree requirements at UNK.

Completion of this form does not guarantee transfer of credits from the other institution to UNK. To be approved for co-enrollment, students MUST have their academic advisor sign the below:

ACADEMIC ADVISOR'S STATEMENT:

"THE STUDENT'S PROPOSED COURSEWORK AT THE ABOVE-MENTIONED SCHOOL IS NOT AVOCATIONAL AND WILL BE ACCEPTED TO FULFILL DEGREE REQUIREMENTS AT UNK"

Academic Advisor's signature _____ Date _____

Academic Advisor's printed name _____

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10/3/2013

SECTION 3:



LAST SEMESTER: Completion of course of study:

Prior to signing this section, both the advisor and student should thoroughly discuss the likelihood of graduation. Failure to graduate after taking a reduced course load will result in an immigration status violation. The student may lose the ability to use optional practical training and/or remain in the United States as an F-1 student. The student bears all responsibility for the status violation, if graduation is denied for the semester of the approved reduced course load.

Academic Advisor's Approval:

I understand that by signing this form I am verifying that the student listed on page one is only required to take the coursework listed above to be eligible to complete the course of study and graduate this semester.

Advisor's Name: _____

Signature: _____

Phone: _____

Date: _____

Student's Acknowledgement:

I understand that only one reduction due to final semester may be authorized per degree level. Furthermore, I understand that failure to graduate may result in a violation of immigration status and loss of any optional practical training.

Student's Name: _____

Signature: _____

Email: _____

Date: _____