

## 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: \_\_\_\_\_