# F-1/J-1 STUDENT Reduced Course Load (RCL) Request Form

## Section 1. General Information:
F-1/J-1 students must enroll full-time each semester until ALL program requirements are completed. Submit an RCL and receive approval BEFORE you enroll below full-time.

Reduced Course Load (RCL) means:
- Less than 12 credit hours per semester for undergraduate students;
- Less than 9 credit hours per semester for graduate students; and
- Less than 12 credit hours per semester for law students.

*Graduate students enrolled in at least one graduate credit hour are considered full time and do not need an RCL if they provide confirmation that they are:
- A doctoral student in their final semester of study, who has completed all degree requirements except the dissertation, or
- A student participating in an authorized Curricular Practical Training or Academic Training of 30 or more hours per week.

**SUMMER:** There is no requirement to register during Summer vacation period. **Exceptions:** (1) if you must be enrolled to keep your on-campus employment or graduate assistantship and/or (2) if the Summer semester is your first or last semester of study.

If you have a Graduate Assistantship, you must be enrolled in at least 9 credit hours, unless you have been approved for a waiver.

You are responsible for checking with your department, Graduate School, Student Employment, or funding agency about any enrollment requirements separate from the immigration requirements.

## Section 2 (to be completed by the student):

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<tr>
<th>Your Name (LAST, First): __________________________</th>
<th>UA ID#: __________________________</th>
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<tbody>
<tr>
<td>Your E-mail: ____________________________________</td>
<td>Major: __________________________</td>
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<td></td>
<td>Degree Level: ____________________</td>
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<tr>
<td>Semester for which you request permission for RCL:</td>
<td>Fall _____ Spring _____ Summer _____ Year ______</td>
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**Reason for RCL (Please mark the appropriate box):**
- **Academic difficulties.** First semester only. You must maintain a minimum of 6 credits if undergraduate, and 5 credits if graduate. **Please indicate the kind of difficulty:**
  - Initial difficulty with the English language and reading requirements
  - Initial unfamiliarity with American teaching methods
  - Improper course level placement
- **Medical.** Please attach a letter from a Medical Doctor (MD, DO, or licensed clinical psychologist (LCP)) recommending reduced course load or leave of absence.
- **Last semester** of a student’s academic program (final program requirements). If this is your final semester and you only need one course, it cannot be distance/online. **End date on I-20 will be shortened to the end date of the current semester.**

I have read and understand the above requirements for the Reduced Course Load, and I confirm that the information I have provided is true and correct.

| STUDENT SIGNATURE: __________________________ | DATE: __________________________ |

## Section 3 (Must be completed by your Academic Adviser):

- I confirm the reason above and recommend RCL  
- I don’t recommend RCL.

**Comments:**

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<tr>
<th>Adviser’s Name: __________________________</th>
<th>Title: __________________________</th>
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<tbody>
<tr>
<td>Department: __________________________</td>
<td>E-mail: __________________________</td>
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<tr>
<td>Signature: __________________________</td>
<td>Date: __________________________</td>
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Revised 8/27/18