

## 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):**

Your Name (LAST, First): \_\_\_\_\_ UA ID#: \_\_\_\_\_

Your E-mail : \_\_\_\_\_ Major \_\_\_\_\_ Degree Level \_\_\_\_\_

Semester for which you request permission for RCL: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

#### **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:**

Adviser's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Dept's ZIP Code (4-digit number):   +