



Reduced Course Load Request Form

The U.S. federal immigration law requires that all international students in F1 or J1 visa status must REGISTER full time every Fall and Spring semester and COMPLETE each course with a grade EXCEPT "W". However, under certain circumstances, the law allows an exception from the full course of study requirement. A student must obtain approval from OISS for an exception before dropping below full time to avoid violation of his/her visa status. If the student fails to comply with these provisions s/he will be out of status and will have to apply to the Department of Homeland Security for reinstatement.

TO BE COMPLETED BY THE STUDENT

Student Name: \_\_\_\_\_ RUID# \_\_\_\_\_

SEVIS ID#: N \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address (print clearly): \_\_\_\_\_

Major: \_\_\_\_\_ Degree(circle one): Bachelor's Master's Doctorate

School within Rutgers: \_\_\_\_\_

Are you present in the United States? Yes No - if not, when will you return?

\_\_\_\_\_

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For the use of: ACADEMIC ADVISOR, DEAN OR PROGRAM DIRECTOR ONLY:

Semester for which the student is requesting Less Than Full Time: \_\_\_\_\_ Year \_\_\_\_\_

Intended Number of Credits for Registration: \_\_\_\_\_ Credits Accumulated: \_\_\_\_\_

Anticipated Coursework Completion Date (excluding dissertation/thesis): \_\_\_\_\_

Anticipated Degree Program Completion Date (dissertation/thesis): \_\_\_\_\_

Reason For Reduced Course Load: (Please check ONLY ONE box below.)

MEDICAL CONDITION:

- must be certified and recommended in writing by a physician (M.D.), doctor of osteopathy (D.O.) or licensed clinical psychologist;
• must submit a new form every semester needed if illness lasts more than one semester;
• permitted for maximum of 12 months while student is pursuing any one degree program;
• may not be employed on or off-campus during semesters authorized for medically-necessitated reduced course load.

**ACADEMIC REASON** (Permitted only **one** semester per degree level, exception must fall into one of the categories listed below):

- Initial difficulty with the English language (first semester in first U.S. Degree Program only)
- Initial difficulty with reading requirements (first semester in first U.S. Degree Program only)
- Unfamiliarity with U.S. teaching methods (first semester in first U.S. Degree Program only)
- Improper course level placement (a letter from Academic Dean/Graduate Program Director required)
- Final semester before completing the degree program AND only needs less than a full time course load to complete the academic requirement.
- A graduate student who is in final semester to complete ALL coursework before starting dissertation research or who has completed ALL coursework and is preparing for qualifying examinations or conducting dissertation research (must register for "Continued Matriculation").
- Student waiting for a REQUIRED course offered only the following semester in order to finish all course work. Student MUST complete all course work (for graduate students) or complete the degree program (for undergraduate students) at the end of the following semester.

**DEAN/GRADUATE PROGRAM DIRECTOR CERTIFICATION & CONTACT INFORMATION**

*I have reviewed all of the information noted on both pages of this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.*

Name of Advisor, Dean or Graduate Program Director \_\_\_\_\_

Signature of Advisor, Dean or Graduate Program Director \_\_\_\_\_

Undergraduate College or Graduate Program \_\_\_\_\_

Campus Extension \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_

**TO BE COMPLETED BY A DSO (DESIGNATED SCHOOL OFFICIAL) IN OISS**

The above stated information is acceptable deeming this student full-time status according to 8CFR214.2(f)(6).

DSO Name: \_\_\_\_\_

DSO Signature: \_\_\_\_\_

Date: \_\_\_\_\_