

credit

Reduced Course Load for F-1 and J-1 Students

To maintain F-1 and J-1 status, international students must be enrolled in a full course of study each fall and spring semester. Summer enrollment is not required by the US federal government regulations for F-1 and J-1 visa holders.

- ⇒ **Undergraduate students are required to enroll for 12 credits.**
- ⇒ **Graduate students are required to enroll for 8 credits. Students holding Teaching or Project Assistantships may be considered full-time at a lower course load; check with your employing department.**

There are valid academic and medical reasons for reducing your course load, as listed below. For any semester in which you intend to reduce your course load, you must complete the following and have your academic advisor or a medical professional sign this form on the reverse.

You must receive prior permission from OIE to reduce your course load.

Do not enroll for less than a full load or drop below a full load without prior permission from OIE. Permission to reduce is only valid for the semester indicated on application.

Please complete the following information.

Name: _____ UWGB ID#: _____
Family First

E-mail: _____ Daytime Phone: _____

Visa Type: F-1 J-1 Major(s): _____

Degree Level: Undergraduate Graduate Expected degree completion date: _____

Semester for which a reduced course load is requested: _____
Semester/Year

Indicate the reason why you are requesting to reduce your course load:

Academic Difficulties

Initial difficulty with the English language or reading requirements

Unfamiliarity with US teaching methods

Improper course level placement

You must continue to be enrolled for at least half your normal course load (i.e., undergraduates must enroll for a minimum of 6 credits, graduate students for 4 credits.) You may receive permission to reduce your credit load due to an Academic Difficulty only once during your current degree level.

OVER=>

Final Semester of Study

Undergraduate or Masters degree student completing program of study at the end of the current term

You must be enrolled for at least the number of credits needed to complete your studies.

Medical Condition

Temporary illness or medical condition. You must attach a signed letter from a *licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist*. The letter must substantiate the illness or medical condition.

You may enroll for any number of credits. If you cannot enroll for any courses due to your medical condition, the letter from your medical professional must state this. You may only receive this permission for a maximum of 12 months during your current degree level.

Completed Course Work

Graduate student who has completed all required course work and is studying for preliminary examinations or working on a thesis or dissertation.

You must enroll for a minimum of two graduate level (300+ or above) credits. Note: in this category, OIE considers you to be enrolled full-time for immigration purposes only. Your SEVIS record will indicate full-time enrollment rather than a reduced course load.

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Academic Advisor **or** Medical Professional

I hereby certify the reason given for the request to approve a reduced course load is correct.

Name: _____ Title: _____

E-mail: _____ Phone: _____

Signature: _____
.....

To be Completed by Student:

Signature: _____
.....

To be Completed by OIE Staff:

This student has been approved to reduce his/her course load for the semester requested: Yes No

Name/Title: _____

Signature: _____ Date: _____