



Reduced Course Load (RCL) Request Form

Federal regulations limit the ability of F-1 students to enroll less than full-time. If you cannot meet the full-time requirement, you need to request authorization for a Reduced Course Load (RCL). Dropping below a full-time course load without first contacting the ISO and receiving authorization for RCL is considered an unauthorized drop, which is a direct violation of F-1 status and grounds for SEVIS termination.

Section 1: Student Information

- **Full Name:** _____
- **Student ID Number:** _____
- **SEVIS ID Number:** _____
- **Have you previously received an RCL?** ☐ Yes ☐ No
- **Semester Requesting RCL:** ☐ Fall ☐ Spring ☐ Summer Year _____
- **Degree Level:** _____

Section 2: Academic Advisor Recommendation

Please select the appropriate reason for RCL authorization (check one):

☐ **Illness or Medical Condition**

(A letter from a U.S.-licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist on official letterhead must be attached.)

☐ **First term academic Difficulty**

1) Initial difficulties during the first semester of the academic program with the English language, reading requirements, or unfamiliarity with American teaching methods.

2) Improper course-level placement during your academic program.

☐ **To Complete Course of Study in Current Term**

☐ **Student in Ph.D. Candidacy.**

The student has completed all the required coursework and, as a Ph.D. candidate, is currently working on their thesis/dissertation.

Advisor/Medical Professional Certification

I recommend that the above-named student be approved for a reduced course load based on the reason indicated.

- **Advisor Name:** _____
- **Signature:** _____ **Date:** _____