



## REDUCED COURSELOAD AUTHORIZATION FOR IMMIGRATION PURPOSES

**Final Semester Deadline: by end of Drop/Add Period**  
**Academic Difficulty Deadline: Semester Withdrawal Deadline**

Permission to withdraw from classes and be below 12 undergraduate or 9 graduate credits during the fall or spring semesters is required for F-1 and J-1 students to maintain legal immigration status. You **MUST** have approval from the OIE before dropping classes. If you withdraw from classes without permission—our office is to comply with immigration regulations and terminate your SEVIS record and you will be out of status (illegal). Undergraduate students approved for a reduced courseload must still register for 6 credits; graduate students must register for 6 (except for final semester of study or thesis). Masters/Doctoral Students: Being approved for a reduced courseload is only related to immigration status. If you drop below full-time, you need to check with your employer/Department about employment implications. **Doctoral students working on their dissertation are considered “full-time” for immigration purposes with one or more dissertation credits.**

Date: \_\_\_\_\_ Student ID#: @\_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Visa Type: F1 J1

Semester for which you are requesting part-time: \_\_\_\_\_

Reason for part-time request:

\_\_\_\_\_ Final Semester of study – (Undergrads will enroll in at least 6 credits; Grads 3 credits)

Academic Advisor Approval for final semester: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Experiencing academic difficulties: **(This can only be used one semester during the first year)**

- \_\_\_\_\_ difficulty with English language
- \_\_\_\_\_ difficulty with reading requirements
- \_\_\_\_\_ unfamiliarity with English teaching methods
- \_\_\_\_\_ other (must meet with International Student Advisor)

**(J1 students: a letter from your academic advisor listing a bona fide academic reason for reduced courseload is required)**

\_\_\_\_\_ Medical condition (Letter from doctor required, describe illness and amount of time needed to recover).

### OIE USE ONLY

Approved Denied \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Notified \_\_\_\_\_