

## Request for Reduced Course Load

International students in F-1 or J-1 immigration status are required by federal regulations to maintain full-time enrollment during the academic year. Full-time enrollment means that students must be enrolled in at least 12 credits (undergraduate) or 9 credits (graduate) per semester. If a student is not able to meet this requirement, the student and academic advisor should complete this form BEFORE DROPPING ANY CLASS. It is the student's responsibility to meet all immigration requirements. This form will be reviewed, and if approved, Immigration will be notified through SEVIS. Failure to receive PRIOR approval before dropping a class will result in the loss of visa status and ineligibility for on-campus employment and practical/academic training. In addition, failure to comply will result in a student having to apply to Immigration for visa status reinstatement at a significant cost and face the possibility of denial.

Student's Full Name: \_\_\_\_\_ FSU ID#: \_\_\_\_\_

Telephone: \_\_\_\_\_ FSU e-mail: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Program Level:      Associates      Bachelors      Graduate

I am requesting full-time certification with \_\_\_\_\_ credit hours for the (select one):

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

A student must complete at least 6 credits of courses during the semester of if the reason is number 1, 2, & 3 (see below).

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
Date

This form is crucial in maintaining the visa status of F-1 and J-1 visa holders and is designed to facilitate the communication of certain information required by Immigration Regulations. The student whose name appears above wishes to take fewer credits than Immigration Regulations require (12 credits for Undergraduate and 9 credits for graduate). Your signature below verifies that the information regarding the student's need for a reduced course load is accurate and that you approve.

**Reason for Reduced Course Load:** According to Immigration Regulations, students can only use reasons 1-4 once per degree. This is not one time for each reason, but one time per degree, and reasons 1-3 can only be used once per level of study. Students who qualify for reasons 1-3 must still remain enrolled in at least 6 credits.

1.  Initial difficulty with reading requirements and/or English language
2.  Unfamiliar with American teaching methods
3.  Improper course placement.
4.  Student needs less than full-time enrollment this semester to graduate. NOTE: Student MUST graduate this semester and be enrolled in at least one credit.
5.  Student has a medical condition which prevents full-time enrollment. NOTE: Student MUST present a letter from a U.S. based and U.S. licensed medical doctor or clinical psychologist.
6.  Student will be enrolled in Internship course for Curricular Practical Training (not granted in every case)
7.  Part-Time Border Commuter Students

\_\_\_\_\_  
(Signature of Academic Advisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail

Please return this form to the Office of International Education, 1301 South State, IRC 134, Big Rapids, Michigan, 49307 Phone: 231-591-2450 Fax: 231-591-2423