



STATE UNIVERSITY OF NEW YORK

ISS Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date:	
By:	

Request for a Reduced Course Load

F1 visa holders are required by United States Citizenship and Immigration Services (USCIS) to maintain full-time student status (12 credit hours) in both the fall and spring semesters. However, USCIS recognizes situations in which students may enroll for fewer credits than normally required. In order to authorize an F-1 student for less than a full course load in the Student and Exchange Visitor Information System (SEVIS), requests for reduced course loads must first be discussed with International Student Services. If approved, the student should maintain a copy of this form, and a copy will be placed in his/her immigration file. It is always the student's responsibility to maintain his or her own F-1 status.

Students must have this form completed and submitted to International Student Services PRIOR to dropping below (or registering for less than) 12 credits. Failure to do so will result in loss of F-1 status. **This form is valid for ONE semester only.**

TO BE COMPLETED BY THE STUDENT:

First Name: _____ Last Name: _____

RCC ID: _____ Semester: _____

Email: _____

- MEDICAL RCL (to be completed by student):** A student must apply for an RCL if, due to a temporary illness or medical condition, s/he is unable to be full time enrolled. The student must provide a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist on letterhead corroborating the illness or medical condition, and recommending that the student be either part time or not enrolled due to medical circumstances. The letter must have been issued no earlier than 30 days before the start of the term for which the RCL is requested. An RCL for a medical condition may be granted for a total period of 12 months, and must be authorized by a DSO each semester. Return the RCL form with the letter to ISS. An academic advisor signature is not required for medical reduced course load.

TO BE COMPLETED BY THE ACADEMIC ADVISOR:

I recommend this student to be approved for less than full time enrollment for this semester for the following reason. Please note that this is just a recommendation and all final approval will be up to the International Student Advisor:

- The student demonstrates initial difficulties with the English language (**first semester only.**)
- Initial difficulties with the American academic system (**first semester only.**) Student must have demonstrated difficulty across all courses. Poor performance in one course does not demonstrate difficulty with the American academic system.
- Improper course placement, (**one time only.**) Student must demonstrate a legitimate reason why s/he is unable to continue in the course despite best efforts. Examples include being placed in a course without the required/recommended prerequisites or academic background.
- Final semester; scheduled to complete all required credits in current term.
- Other: Please provide reasoning on an additional form or by emailing Corry Spring at cspring@sunyrockland.edu

Advisor's Name: _____

Date: _____

Advisor's Signature: _____

Phone: _____

Semester for RCL: _____

Email: _____