

International Student and Scholar Office
Administration Building, Suite 246
7720 York Road, Towson, Md 21252-0001
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INTERNATIONAL STUDENT REQUEST FOR A REDUCED COURSELOAD

Family name: _____ First/Given name: _____ Date: _____

Request for _____ semester, _____ year.

International students in F-1 visa classification are required by law to register for and complete a "full course of study" to maintain lawful status in the U.S. A "full course of study" is defined as:

- For graduate students, a minimum of 9 credit-units each semester (fall and spring).
- For undergraduate students, a minimum of 12 credit-units each semester (fall and spring)
- For English Language Center students, at least 18 clock hours each week

Student: Please complete the following request for a reduced courseload, attach the necessary documentation, and submit it to the ISSO no later than 20 days after the first day of the semester (or prior to withdrawing from a course, if later in the semester).

An ISSO advisor will review your request only if the required documentation is attached. After submission of this form and required documentation, you should wait 2-3 business days and then contact the ISSO to see if your request has been approved. **UNTIL YOU RECEIVE WRITTEN APPROVAL, YOU SHOULD REMAIN ENROLLED IN A FULL COURSE OF STUDY.** Please note that immigration regulations rarely allow for F-1 students to be completely un-enrolled and remain legally in the U.S. Permissible reductions to a full course of study generally require at least part-time enrollment.

Please check the box next to the description that best fits your situation:

- This is my first semester studying in the United States and I am having English language difficulty, cross-cultural adjustment difficulty, or academic difficulties due to unfamiliarity with American teaching methods. Documentation needed: Your professor or academic advisor must send the ISSO a memo or e-mail explaining your difficulty, and you must submit a written explanation of what you will do to improve your academic ability for future semesters. This excuse may only be used for your first semester!
- This is my first semester and I am taking prerequisite courses required by my program. My department has advised that I do not take additional courses for academic reasons. Documentation required: admission worksheet from academic advisor with exact courses that you should take your first semester, or a memo/email from your faculty advisor stating which classes, exactly, you were advised to take.
- I was improperly advised by a professor or academic advisor to take a course for which I am not academically prepared. Documentation needed: Your professor or academic advisor must send the ISSO a memo or e-mail confirming that the course or course level was an improper advising and placement for you.
- I am in my last semester of study and I do not need to take a full course of study to complete my degree requirements. Documentation needed: Your professor or academic advisor must send the ISSO a memo or e-mail affirming that this is indeed going to be your final semester.

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- I am requesting part-time enrollment or a leave of absence due to medical problems which prevent me from studying full-time. Documentation needed: Attach a letter from your licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist explaining that s/he recommends you take a semester off or reduce your credit load for medical reasons. (Please note that immigration regulations put strict limits on when and how long an F-1 student may reduce enrollment due to medical problems. If you expect you have a long-term medical problem, it is recommended that you discuss your long-term plans with an ISSO advisor.)
- I am a graduate student and have a full-time (20 hours per week) teaching or research assistantship. Documentation needed: Your assistantship supervisor must send the ISSO a memo or e-mail explaining your job duties, or you could provide a copy of your assistantship award letter if it is specific enough.
- I am a graduate student completing my thesis/graduate project/case study. You must be registered for at least one credit hour of the thesis/graduate project/case study or its Continuum course to affirm this. Documentation needed: An email or memo from your academic advisor stating that you have completed all coursework and only have the thesis or project remaining.

Verification of Understanding: *I acknowledge that by submitting this form and the corresponding documentation required, there is no guarantee my request will be approved. I am requesting to enroll for _____ credit hours during the fall/spring (circle) semester 20____. Until I have been granted permission, it is my responsibility to maintain a full course of study. I realize that failure to do so will jeopardize my legal F-1 status.*

Signature: _____ **Date:** _____

Your Printed Name: _____ TU student ID #: _____

E-mail address: _____ Phone #: _____

Please check the appropriate box for your current program:

- Undergraduate Graduate English Language Center Other

For ISSO use only:

Reduced Courseload: Approved Not approved

SEVIS Reportable reason: _____

Advisor: _____ Date: _____

Student notified of decision on _____ (date) via: Email. ***(Print email after it is sent, with date/time, for file.)***

And on _____ (date) _____ (time) via Phone. ***(Use phone # entered by student, above.)***

Talked to student? Yes. Or, left message? on Voice Mail or with family member/friend/roommate, name: _____.