

Request for a Reduced Course Load Based Upon Academic Reasons for Students in F-1 Status

The information requested on this form is needed to comply with U.S. Citizenship and Immigration Service (CIS) regulations. The international student named below is applying for approval to take a reduced course load. **Permission from the Office of International Student Services (OISS) MUST be obtained before the student drops the course(s).** An F-1 student who drops below a full course of study without the **prior** approval of the OISS will be in violation of federal regulations governing F-1 students and will be considered to be out of status.

Note: A reduced course load for academic reasons must consist of at least six credits, per CIS regulations. If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will **not** be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that degree level.

This form should be completed in full, and returned through inter-office mail (by the student's academic advisor or department chairperson), to Dr. Jay Deitchman, Coordinator for International Student Services, Guenther 220, along with any other necessary documentation.

Section #1 - To be completed by the Student:

Student Name: _____ Degree Sought: Associates Certificate (Please check one)

Student ID#: H00_____ Academic Major: _____

E-Mail: _____ Phone #: _____

Student's Signature

Date

Section #2 – To be completed by the Student's Academic Advisor or Department Chairperson:

Semester and Year for this request: Fall 20_____ or Spring 20_____

The student named above is applying for a reduced course load due to (Please check only one):

Anticipated completion of academic program at the conclusion of the current semester

Initial difficulty with English language or reading requirements

Unfamiliarity with U.S. teaching methods

Improper course placement (provide course number and name): _____

Other (Please elaborate below)

I certify that the student's request to take a reduced course load is due to one of the reasons listed above. I provide the following information to support the recommendation:

Advisor/Department Chair's Signature

Name & Title (please print)

Department (please print)

Telephone #

Section #3 - For OISS Use Only:

OISS Action & Date: _____ Initials: _____

Entered in SEVIS (Date & Initials): _____ Student notified via e-mail (date): _____

Adapted from documentation developed by the Office of International Student and Scholar Services, Binghamton University