Section 1. General Information:
F-1/J-1 students must enroll full-time each semester until ALL program requirements are completed. Submit an RCL BEFORE you enroll below full-time.

Reduced Course Load (RCL) means:
- Less than 12 credit hours per semester for undergraduate students;
- Less than 9 credit hours per semester for graduate students; and
- Less than 12 credit hours per semester for law students.

SUMMER: There is no requirement to register during Summer vacation period. Exceptions: (1) if you must be enrolled to keep your on-campus employment or graduate assistantship and/or (2) if the Summer semester is your first or last semester of study.

If you have a Graduate Assistantship, you must be enrolled in at least 9 credit hours. You are responsible for checking with your department, Graduate School, Student Employment or funding agency about any enrollment requirements separate from immigration.

Section 2 (should be completed by the student):

Your Name (LAST, First): _________________________________________
UA ID#: _____________________________
Your E-mail: ______________________________________
Major/Degree _________________________
Semester for which you request permission for RCL:     Fall _____   Spring ___  Summer _____   Year _______

Reason for RCL (Please mark the appropriate box):
☐ Academic difficulties. First semester only. You must maintain a minimum of 6 credits if undergraduate, and 5 credits if graduate. Please indicate the kind of difficulty:
☐ Initial difficulty with the English language and reading requirements
☐ Initial unfamiliarity with American teaching methods.
☐ Improper course level placement.
☐ Medical. Please attach a letter from a Medical Doctor (MD, DO, or licensed clinical psychologist (LCP)) recommending reduced course load or leave of absence.
☐ Last semester of a student’s academic program (final program requirements).
If this is your final semester and you only need one course, it cannot be distance/online. End date on I-20 will be shortened to the end date of the current semester.

I have read and understand the above requirements for the Reduced Course Load, and I confirm that the information I have provided is true and correct.

STUDENT SIGNATURE: ______________________________________   DATE:__________________

Section 3 (Must be completed by your Academic Adviser):

☐ I confirm the reason above and recommend RCL   ☐ I don’t recommend RCL.

Comments:
Adviser’s Name: ____________________________ Title: ____________________________
Department: ____________________________ E-mail: ____________________________
Signature: ____________________________ Date: __________________ Dept’s ZIP Code (4-digit number): ________+

For International Center use only:
☐ RCL Granted   DSO/ARO Signature: ____________________________________________
☐ RCL Denied   Date Completed in SEVIS: ________________________________