F-1/J-1 STUDENT Reduced Course Load (RCL) Request Form

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

*Graduate students enrolled in at least one graduate credit hour are considered full time and do not need an RCL if they provide confirmation that they are:
- A doctoral student in their final semester of study, who has completed all degree requirements except the dissertation, or
- A student participating in an authorized Curricular Practical Training or Academic Training of 30 or more hours per week.

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, unless you have been approved for a waiver.

You are responsible for checking with your department, Graduate School, Student Employment, or funding agency about any enrollment requirements separate from the immigration requirements.

Section 2 (to be completed by the student):

Your Name (LAST, First): ___________________________________________  UA ID#: _____________________________
Your E-mail: ___________________________ Major ______________________  Degree Level _________________________
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 Medical Reduced Course Load Request Form.
☐ 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):_ + ________