

# Reduced Course Load Authorization Form

For F-1 Students Registering Part-Time

## TO BE COMPLETED BY THE STUDENT:

Name: \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

ID# \_\_\_\_\_ E-Mail: \_\_\_\_\_

Semester & year not registered full-time: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

The student above has requested permission to register for less than a full-time course load (12 credits for undergraduate students, 9 credits for graduate students). U.S. Citizenship and Immigration Services (USCIS) require all F-1 students' status to pursue a full course of studies each semester. The Office of International Programs is legally responsible for verifying the academic enrollment status of students for immigration purposes, and must approve requests for reduced course load in order for a student to be considered in legal status. Following are circumstances under which an international student may be considered by the USCIS to be authorized for reduced course load. If the situation of the student you are advising does not fit one of these categories, please contact International Programs for assistance, at 773-995-2582.

## TO BE COMPLETED BY THE ACADEMIC ADVISOR, DEAN, OR FACULTY ADVISOR:

I recommend that this student be certified full-time for the above semester, based on the following. The student:

- ☐ Is expected to complete all degree requirements by the end of this semester. [8 CFR 214.2(f)(6)(iii)c]
- ☐ Is prevented by a medical condition from pursuing a full course of study. **A letter from a licensed medical doctor or licensed clinical psychologist residing in the United States must be attached.** The letter should include: (a) a statement that this will affect student's ability to study; (b) recommendation of when the student may resume taking full-time course work. [8 CFR 214.2(f)(6)(b)]. OIP must re-authorize the drop below full-course of study each semester, and new documentation must be provided. (Total time cannot exceed 12 months per degree program)
- ☐ Has initial academic difficulties that make full time registration unreasonable. Students is facing initial difficulties with the English language or reading requirements, unfamiliarity with U.S. teaching methods. [8CFR 214.2(f)(6)(iii)(a)](One time exception only- Must be used in the student's first term at CSU). Students must be registered for a minimum of 6 credit hours.
- ☐ Is advised to drop a course because of improper course level placement. Please describe basis for improper course placement. [8CFR 214.2(f)(6)(iii)](One time exception only- must be used in the student's first term at CSU). Student must be registered for a minimum of 6 credit hours.

COMMENTS (continue on back if necessary):

# of hours registered for: \_\_\_\_\_ Anticipated completion date of program: \_\_\_\_\_

\_\_\_\_\_  
Name: Dean/Academic Advisor/ Faculty Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of OIP Advisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office of International Programs \*9501 South Martin Luther King Jr. Drive \* Chicago, Illinois 60628 \* Phone: 773.995.2582  
Fax: 995.2840 \* E-mail: [oip@csu.edu](mailto:oip@csu.edu) \* web site: [www.csu.edu](http://www.csu.edu)