

F-1 Student Reduced Course Load (RCL) Request Form

This form is to be used by students to request approval for Reduced Course Load (RCL) enrollment from the FSW- Center for International Education (CIE). If this is a “Final Term” RCL, you may drop your request at the CIE office. To submit academic or medical RCL requests, please schedule an appointment with an International Student advisor.

LAST NAME	FIRST NAME	MIDDLE NAME	FSW ID#
DATE OF BIRTH (mm-dd-yyyy)			NUMBER of F-2 DEPENDENTS
	___ FEMALE	___ MALE	
Telephone: _____ Email: _____			
Current address: _____			

Important notes: Please read carefully.

- Read the [Reduced Course Load](#) information on the CIE website before completing this request form.
- Full time is 12 credits per semester.
- You must either be full-time enrolled or approved for RCL by the Drop/Add deadline set by the Registrar each term.
- If you want to withdraw from a course which will cause you to be less than full time after the Drop/Add deadline, you must be approved for RCL before dropping the course.
- Failure to gain RCL approval will cause loss of F-1 status and termination of your SEVIS record.

Checklist of required documents

- **A copy of your Form [I-94](#)**
- **Copies of your previous and current I-20 (pages 1 & 3)**
- **A letter written by a licensed medical or osteopathic doctor or licensed clinical psychologist (for medical reasons)**
- **A letter written by an academic advisor as well as one from the student (for academic reasons) following the instructions on the CIE website.**

Read the statement below, sign and date:

I certify that I have read the request form instructions and information in full, and to the best of my knowledge, the information I have provided is accurate. I understand that I must have FSW approved health insurance for the duration of my F-1 status. I also understand that I must report address changes to CIE and the registrar’s office within 10 days of any change in current (U.S.) or permanent (out-of-U.S.) address.

Signature _____ **Date** _____