International Student and Scholar Services
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ISSS REDUCED COURSE LOAD AUTHORIZATION FORM

Academic Advisor’s Recommendation for an international student to be enrolled less than full-time for immigration and ISSS purposes only.

Full time enrollment at the University at Albany is 12 credits for undergraduate students and 9 credits for graduate students. USCIS regulations require F-1 and J-1 international students to be registered full time each semester of their academic program, except within the specific circumstances listed below. Additionally, students may take only 1 fully on-line class towards their full time course load requirement. Please contact the ISSS office if you are unsure of these reasons or if you have any questions.

Section I—Explanation of Reduced Course Load Reasons

1. All Students – All students are eligible to request a reduced course load for the following reasons:
   a. When the student has a documented, qualifying illness or medical condition.
      i. Students are required to submit a letter from a U.S. Medical Professional (MD or PSYD) outlining the medical condition for the request, the time period a reduced course load is needed, and recommendation of appropriate course load for the given semester.
      ii. This reason is limited to no more than 12 months total for an academic program, but requires a separate Reduced Course Load request each term.
      iii. Normal pregnancy is not a condition eligible for a medical reduced course load.
   b. When the student is in their final semester of coursework.
      i. This reason may be used only ONCE during a student’s program of study. If final semester registration is only one course, the course may not be a fully online/distance course.
   c. When difficulties related to English language, the American education system or reading requirements indicate that the student’s academic success would best be served by a reduced course load.
      i. Students may use this reason only ONCE during their academic program. For graduate students a 6 credit minimum is required. For undergraduate students, 9 credits are required.

2. Graduate Students – Graduate degree level students are eligible to request a reduced course load for the following reasons:
   a. Master’s Students – When all coursework is completed except the required thesis, final project or internship (Note: dedicated course registration is required per academic term; RCL for required internship may not exceed one year).
      i. Students must be enrolled in a 3 credit thesis course; 1 credit 699C/698C/680C course, or internship course for extension.
   b. Doctoral Students – When either:
      i. All coursework is completed and the student has not yet been admitted to candidacy (3 credits must be taken) OR
      ii. All coursework has been taken except the dissertation. Students must be enrolled in departmental dissertation credits or a 1 credit 899 course.

RCL approved on a per semester basis.

06/29/2017
**Section I—To Be Completed by Student**

Please Submit the Following:

1. This completed and approved Reduced Course Load Form, signed by your advisor.
2. A signed Doctor’s letter if the request is medical related (see front for more details).

Last Name: ___________________________  First Name: ___________________________

UAlbany ID#: __________________________  SEVIS#: ___________________________

Email Address: __________________________  Phone: ___________________________

Visa Status: ________  (F-1 or J-1)  For which semester (ex. Fall 2018): ____________

**Section III—To Be Completed by Faculty Advisor**

Based on explanation of the reduced course load reasons on the previous page, please answer the following questions below:

1. The international student named above has my authorization to be registered for less than full time study for the following reason:

   Please check the appropriate reason.
   
   ___1. A documented illness or medical condition (1 calendar year limit).
   ___2. The student is in their final semester of coursework (can only be used ONCE).
   ___3. The Doctoral Student has completed all coursework but has not yet been admitted to Candidacy. (3 credit minimum)
   ___4. The student has completed ALL course work except: (please circle)
      A. Required Master’s Thesis / Project / Internship (3 or 1 credit 699C / 698C / 680C).
      B. Doctoral Dissertation (1 credit 899 course).
   ___5. The student is experiencing language or cultural difficulties that are affecting their academic success (can only be used ONCE and there is a 9 credit minimum for undergraduate students and a 6 credit minimum for graduate students).

2. How many credits will the student take this semester? ___________

3. How many credits are required for the student to complete the degree? ___________

4. How many credits has the student completed? ___________

5. When is the student’s anticipated program completion date?  Month ________ Year ________

USCIS regulations require F-1 and J-1 international students to be registered as a full time student each semester of their academic program with certain exceptions. Undergraduate students must be registered for 12 credits, and Graduate students must be registered for 9. I approve this student’s request for less than full time registration for the reason checked above.

**Signature:**

Academic Department: ___________________________  Phone: __________________________

Name / Title of Academic Advisor: __________________________

Signature of Advisor: ___________________________  Date: __________________________

ISSS OFFICE USE  SUNAPSIS Logged Date: ____________  SEVIS Processing Date: ____________