

REDUCED COURSE LOAD (RCL) APPROVAL REQUEST

1. Complete and sign this form
2. Request signature from your department (if required)
3. Submit the completed form to our office. Electronic copies can be emailed to intlstu@odu.edu

All students on F-1 or J-1 visas with a visa document from ODU who enroll for fewer than the required credit hours (12 undergraduate; 9 graduate) in the **fall and spring semesters** must **submit this form by the Wednesday of the first week of classes** and receive an approval e-mail from VISA to maintain their visa status. If you do not submit this form when needed, you will be IN VIOLATION OF YOUR VISA STATUS AND MAY HAVE TO LEAVE THE U.S.

Even if all thesis/dissertation hours required for the degree have been completed, students must be registered for credit.

Step 1: FAMILY Name: _____ First Name: _____ UIN: _____

Step 2: Current Level at ODU: Undergraduate Masters Doctoral Major: _____

Step 3: Visa Status: F-1 J-1 If J-1, are you sponsored by an organization (e.g. Fulbright, AMIDEAST, BSMP etc.)? Yes No

Step 4: RCL Semester: I am requesting full-time certification with _____ credit hours for: FALL 20____ or SPRING 20____

Step 5: RCL Reason: Please **CHECK the box** of the option that best fits your situation this semester (Only select **ONE**).

<input type="checkbox"/> A. I have a medical condition for which I am currently receiving treatment. Submit a signed letter from the doctor or licensed psychologist treating you with their recommendation for part-time or no enrollment. Students can only obtain a medical RCL for a total of 12 months per degree level. No advisor signature is required for this reason.	<input type="checkbox"/> B-i. I have difficulties with adjustment to education in U.S. English or the U.S. educational system. This is my first semester at a U.S. institution in University-level classes. No advisor signature is required for this reason.	<input type="checkbox"/> B-ii. I would like to drop a course because of improper course level placement. An example would be if you are registered for a class but did not have a prerequisite. Your advisor must attach a letter on University letterhead with an explanation of the situation.
B (i or ii) can only be used ONCE per academic program.		
<input type="checkbox"/> C. I am a Master's/Doctoral student and will only enroll in thesis/dissertation credit(s). Your Graduate Program Director must sign at the bottom of this form.	<input type="checkbox"/> D. I will graduate from ODU THIS semester. If you find you will not graduate , please notify VISA by sending an e-mail to intlstu@odu.edu . Your GPD (GR) or Academic Advisor (UG) must sign at the bottom of this form.	<input type="checkbox"/> E. I am a Master's/Doctoral student with a GA that permits fewer than nine credits. Do you need a new I-20 with your GA funding listed? <input type="checkbox"/> Yes <input type="checkbox"/> No, my GA is listed on my I-20 Your assistantship supervisor must sign at the bottom of this form.

STEP 6: I have read the above and agree to the conditions. Submission of this form does not guarantee approval.

Student's signature _____ Date _____ Student E-Mail _____

<p>GRADUATES: Ask your GPD (Reasons C or D) or GA supervisor (Reason E) to sign below.</p> <p>UNDERGRADUATES: Ask your Academic Advisor to sign for Reason D.</p> <p>This form is crucial in maintaining the visa status of F-1 and J-1 visa holders and is designed to facilitate documentation required by USCIS. This student wishes to take fewer credits than required by USCIS (12 for UG and 9 for GR).</p> <p>Your signature verifies that the information on this form is accurate and that you approve. After signing, you may return the form to the student and s/he will submit it to VISA.</p> <p>Signature _____ Date _____ Email _____</p> <p>Name _____ <input type="radio"/> GPD <input type="radio"/> GA Supervisor <input type="radio"/> Academic Advisor (UNDERGRADUATE)</p>	<p>HOLDS <input type="radio"/> No <input type="radio"/> Yes (add notes @ bottom)</p> <p>Registered? <input type="radio"/> No <input type="radio"/> Yes</p> <p><input type="radio"/> SEVIS Registration</p> <p><input type="radio"/> SEVIS Update for A, B, D</p> <p>Advisor Initial _____ Date _____</p> <p><input type="radio"/> Note in Terra Dotta</p> <p><input type="radio"/> Registrar Spreadsheet</p> <p><input type="radio"/> E-mail approval sent</p>
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VISA OFFICE USE ONLY

OFFICE USE: Correspondence notes (please include dates and cross out resolved items):