

Form ISSS-105, I-20 Request for Less Than Full-Time Enrollment Form

ERAU-00026A



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Reduced Course Load (RCL) Authorization Form

Section 1: To Be Completed By Student

Family Name: _____ First: _____

Student ID#: _____ Telephone #: _____

Major: _____ Degree: _____ Anticipated Date of Completion: _____

Local Address: _____
(Street) (City) (State) (Zip Code)

Note: Reduced Course Load applied with “to complete course in current term” may only be applied **ONCE ON A STUDENT’S RECORD IN SEVIS**. Immigration regulations does **not** allow multiple RCL on a student’s record.

I understand that I cannot apply for multiple RCL with “To complete course in current term.”

Student’s Name

Student Signature

Date

IMPORTANT NOTE: Financial aid and scholarship awards are based on full-time attendance (undergraduate is 12 credits per semester/Graduate student is 9 credits per semester). Student not in full-time attendance will forfeit their financial aid assistance.

By **Immigration Law**, an international student must be full-time during each fall and spring semester. Permission to register for less than full-time should occur rarely in a student’s career. Indicate below the reason why the student is unable to maintain full-time status. This form is to be endorsed by the academic advisor and forwarded to the International Student & Scholar Services Office.

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Section 2: To Be Completed By Student's Advisor

Semester _____ Number of Credits of Registration _____

Is the student a flight student? **YES / NO**

- Illness or medical condition (must submit official medical evaluation/letter).
- Improper course level placement (must have a letter from School Official who improperly enrolled student in classes in the current term).
- To complete course of study in current term** (Reduced Course Load applied with "to complete course in current term" may only be applied **ONCE ON A STUDENT'S RECORD IN SEVIS**. Immigration regulations does **not** allow multiple RCL on a student's record).
- Initial difficulty with reading requirements (only in first semester).
- Initial difficulty with the English language (only in first semester).
- Unfamiliarity with American teaching methods (only first semester).

I thereby endorse and recommend less than full-time registration of enrollment for this student during the semester requested.

Academic Advisor: _____
Print Name **Signature** **Date**

Phone Number: _____

Student's Degree Completion Evaluation approved (contact Office of Registrar)? **YES / NO**

Approved by International Student & Scholar Services Office _____ Date _____