

**REDUCED COURSE LOAD (RCL) REQUEST  
 FOR F-1 AND J-1 GRADUATE STUDENTS AT NC STATE**

International Students on a student visa (F-1 or J-1) are required - as part of their maintenance of their lawful nonimmigrant status requirements - to make normal academic progress AND to enroll as a full-time student each semester of their program (with very few exceptions). Summer enrollment is optional unless it is the first semester of enrollment (for which admission was granted) or otherwise required by the Graduate School. Full-time enrollment at NC State is usually 9 credit hours or more each semester for Graduate Students (and a minimum of 12 credits per semester for Undergraduate Students), but certain exceptions may apply. For a definition of full-time enrollment for Graduate Students, please contact your Director of Graduate Programs and/or the Graduate School website (<http://www2.acs.ncsu.edu/grad/>). Office of International Services (OIS) advisors do not define full-time enrollment, do not give advice on course placement or credit hours, and do not grant exceptions to university policies or federal requirements. Any F-1 or J-1 student who drops below full-time status without **prior** approval from OIS and authorization in the Student Exchange Visitor Information System (SEVIS) will be considered to have not met the full-time requirement – which means that OIS is required by law to terminate the student’s record in SEVIS. This will result in an immediate loss of lawful status and employment benefits as well as other possible consequences. A student may be eligible for a one semester reduced courseload (RCL) under certain conditions (if the student is in his/her final semester, is medically unable to maintain a full-time courseload, or is having difficulty during the **first** semester of enrollment due to improper course placement or unfamiliarity with the US educational system. Graduate students who wish to apply for a reduced courseload must complete and return this completed form to OIS in person during a **scheduled appointment** with an OIS advisor **BEFORE** dropping below a full-course load. Graduate students must obtain approval for a final semester RCL from their DGP, Chair (if thesis), and the Graduate School Dean before the first day of classes. Please do not drop below full-time - or fail to register full-time - until you meet with an OIS advisor and the RCL is approved in SEVIS. This process cannot be approved after dropping below full-time or after classes are over. This full-time requirement does NOT apply to students who are Permanent Residents of the US or in a nonimmigrant visa category other than F-1 or J-1. Students on the GSSP may not be eligible for an RCL – consult both your DGP and the GSSP coordinator. For more RCL information, please visit our website: <http://www.ncsu.edu/oisss>.

An approved RCL is valid for only **one semester** and it is expected that the student will continue to enroll as a full-time student the following semester unless it is the student’s final semester. An RCL authorized for a final semester (which shortens the Program End Date to that semester) cannot be extended. There is no mechanism for OIS to “un-do” an RCL authorization in the SEVIS system or to do a program extension after an RCL is approved. You **MUST** complete your program by the end of the semester – do NOT do an RCL for final semester unless you are certain you will finish/submit on time. Students authorized for an RCL for medical reasons are not permitted to engage in on/off campus employment.

**NAME:** \_\_\_\_\_  
 (LAST/FAMILY NAME) (FIRST NAME)

**CAMPUS ID#:** \_\_\_\_\_ **CELL/DAY PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**DEPARTMENT/CURRICULUM:** \_\_\_\_\_ **LEVEL:** \_\_\_\_\_

**SEMESTER/YEAR OF INTENDED RCL:** \_\_\_\_\_ **INTENDED NUMBER CREDITS:** \_\_\_\_\_

**PURPOSE:**  Medical Necessity (attach documentation from Physician/Psychologist/Counseling Center)  
 First Semester Difficulty/Improper Placement (attach DGP’s Letter of Explanation)  
 **FINAL** Semester of Study (**Scheduled** Defense Date: \_\_\_\_\_)

*I certify that I understand the requirements, procedures, and ramifications stated on this page.*

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DGP Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Chair’s Name (if thesis):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate School Comment/Approval:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OIS OFFICE USE ONLY			
Date Received at OIS:		Date Approved in SEVIS:	
OIS Advisor:			
Comment/Action:			