

REDUCED COURSE LOAD (RCL) – FINAL TERM ONLY

For Undergraduate Students Only

U.S. Citizenship and Immigration Services (USCIS) requires F-1 and J-1 students to register for and complete a full course of study (12 credits for undergraduates) each academic term. Undergraduate students may petition to drop below full-time if they have fewer than 12 credits of required coursework remaining in their FINAL term. Coursework includes all major(s) and minor(s) for which the student is currently admitted.

This completed form must be received in the Office of International Services (University Plaza) by the end of the add/drop period in the final term of study. Failure to meet this deadline may cause the student to fall out of immigration status, resulting in the need to apply for reinstatement.

PART I (to be completed by the student)

Please Print Clearly

Last name (family) _____ First name (given) _____

Student ID _____ Phone _____ Email _____

Current U.S. Address: Go to https://ipconnect.oregonstate.edu Click on [dropdown] Select biographical information, then Local U.S. Address E-Form. * You are required to report your address to SEVIS to maintain your immigration status.

Major _____

Term for which this form applies (circle) Fall Winter Spring Summer 20_____

I certify that I have completed all required coursework for each of my degree major(s) and minor(s) with the exception of _____ credits (1-11) that I intend to complete during the term stated above.

Student's signature _____ Date _____

PART II (This section must be completed by the academic advisor)

The student named above is requesting approval for a reduced course load based on having completed all required coursework for each of his or her major(s) and minor(s), with the exception of the credits indicated above.

Your signature below will verify to the Office of International Services that the student has fewer than 12 credits to complete his or her degree and that the student is expected to complete his or her program by the end of the term circled above.

I recommend the student be exempted from a full course of study for the following reasons:

Academic advisor's signature _____ Date _____

Name and title (please print) _____

Department _____ Phone _____ E-mail _____

PART III (to be completed by sponsored students only):

As a sponsored student, your sponsor requires you to maintain a certain minimum number of credits (typically 15 for undergraduates, 9 for graduates) and does not permit you to withdraw from courses after the 100% refund deadline in Week 1. Under the terms of agreement with your sponsor, OSU is obligated to notify your sponsor regarding your registration status, including reduced course loads, dropping courses, or withdrawing from the university. This may have adverse consequences on your sponsorship funding including a deduction of your stipend/salary or a discontinuation of your scholarship by your sponsor. If you are dropping any courses after Week 1 your sponsor may not cover the costs for tuition and fees for the courses which you drop or withdraw. Should this occur, **you will be required to pay any outstanding balances on your student account including tuition and fees normally covered by your sponsor.**

I have read the above and understand that my sponsor will be notified of the change in my registration/enrollment status. I also understand that I am responsible for payment of any tuition and fees as well as outstanding balances on my account not paid by my sponsor due to this change.

Student's signature _____ Date _____

Office of International Services use only

RCL – Final Term: Approved Denied OIS initials _____ Date RCL entered into SEVIS _____