**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 ______________________

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 _________________________________

*You are required to report these updates to SEVIS to maintain your immigration status.*

Select ‘Biographical Information’ and complete Local U.S. Address and Contact Information E-Forms.

Go to https://ipconnect.oregonstate.edu. Click on . Select ‘Biographical Information’ and complete Local U.S. Address and Contact Information E-Forms.

*You are required to report these updates to SEVIS to maintain your immigration status.*
PART III (to be completed by sponsored students only):

I understand that I must obtain approval from my sponsor prior to reducing my course load and any financial or other sponsorship consequences are my responsibility. * Under the terms of our agreement with sponsors, OSU is required to provide enrollment information to sponsors.

Student’s signature ______________________________________ Date ____________________

Office of International Services use only

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