



INTO OSU REDUCED COURSE LOAD (RCL) – FINAL TERM ONLY

All international students are required by U.S. Citizenship and Immigration Services (USCIS) to register for and complete a full course of study each academic term. Full time requirements for INTO OSU students are as follows:

- General English INTO OSU students must be enrolled for a minimum of 18 credits per session.
- Academic English INTO OSU students must be registered for a minimum of 18 credits per term.
- Undergraduate and Graduate Pathway INTO OSU students must be enrolled for a minimum of 12 credits per term.

INTO OSU student eligibility for a Final Term Reduced Course Load is as follows:


- Undergraduate/Graduate Pathway students may petition to drop below full-time if they have fewer than 12 credits of required coursework remaining their FINAL term.
- Level 6 Academic English students may petition to drop below full-time in their FINAL term if they have previously passed one of their Level 6 CORE classes (i.e., Reading & Writing 6 or Listening & Speaking 6). They may choose to drop the Level 6 core class that was previously passed, but must not drop below 12 total credits. No student in any other level of Academic English is eligible for the Final Term Reduced Course Load.
- General English students are NOT eligible for a Final Term Reduced Course Load under any circumstances.

This completed form must be received by the Office of International Services by the end of the drop period of the term for which the request applies. Failure to meet this deadline may cause the student to fall out of immigration status, resulting in the need to apply for reinstatement. **There will be no tuition reduction in case of late request.**

PART I (to be completed by the student)

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

Student ID _____

Current U.S. Address, Phone, and Email: 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.

Term for which the RCL is being requested: Fall Winter Spring Summer 20_____

I certify that I have completed all required coursework for my INTO OSU program with the exception of _____ credits that I intend to complete during the term stated above.

Student's signature _____ Date _____

Sponsored Student Advisor's signature _____ Date _____

INTO OSU Finance signature _____ Date _____

(Pathway students do not need finance signature if they are in an extension term)



PART II (this section must be completed by a Program Manager or Student Support Advisor)

The student is requesting approval for a reduced course load based on having completed all required coursework for their INTO OSU program with the exception of the credits indicated below.

Student's Program of Study as Indicated in Banner (Please select one of the following):

Academic English Level 6 (Only Level 6 Students are eligible for the Final Term Reduced Course Load)

*The Level 6 AE student is requesting approval for a reduced course load based on having previously passed one of the Level 6 CORE courses in his/her INTO OSU program. The student may choose to drop the Level 6 core class that was previously passed, but must not drop below 12 total credits in his/her final term of study.

The student is petitioning to enroll for _____ credits for the _____ term, 20_____

Your signature below verifies to OIS that this student ONLY needs the credits listed above to complete his/her INTO OSU program.

Student Support Advisor's signature _____ Date _____

Name and title (please print) _____

Department _____ Phone _____ E-mail _____

Undergraduate Pathway

Graduate Pathway

*The Pathway student is requesting approval for a reduced course load based on having completed all required course work for his/her INTO OSU program with the exception of the credits indicated below.

The student is petitioning to enroll for _____ credits for the _____ term, 20_____

Your signature below verifies to OIS that this student ONLY needs the credits listed above to complete his/her INTO OSU program.

Program Manager's signature _____ Date _____

Name and title (please print) _____

Department _____ Phone _____ E-mail _____

Office of International Services use only

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

INTO OSU Academic Support team notified: Yes No Student notified: Yes No