Reduced Course Load for F-1 and J-1 Students

To maintain F-1 and J-1 status, international students must be enrolled in a full course of study each fall and spring semester. Summer enrollment is not required by the US federal government regulations for F-1 and J-1 visa holders. Note: Dissertators and students with a graduate assistantship should verify summer enrollment requirements with their department.

✓ Undergraduate students are required to enroll for 12 credits.
✓ Graduate students are required to enroll for 8 credits.
  ✓ Students holding a Teaching or Project Assistantship may be considered full-time at a lower course load; check with your employing department.
  ✓ Students holding an assistantship or fellowship should check with your employing department to see if your funding would be effected by reducing your course load.
✓ Graduate students in dissertator status are required to enroll for 3 credits.
✓ ESL students are required to enroll for 6 credits.

There are valid academic and medical reasons for reducing your course load, as listed below. For any semester in which you intend to reduce your course load, you must complete the following and have your academic advisor or a medical professional sign this form on the reverse.

You must receive prior permission from ISS to reduce your course load. Do not enroll for less than a full load or drop below a full load without prior permission. Permission to reduce is only valid for the semester indicated on application. If you want to reduce your course load after the drop deadline, additional permission is required from an Academic Dean.

Please complete the following information.

Name: ___________________________ Family First UW ID#: ___________________________
E-mail: ___________________________ Daytime Phone: ___________________________
Visa Type: □F-1 □J-1 Major(s): ___________________________
Degree Level: ___________________________ Expected degree completion date: ___________________________
Semester for which a reduced course load is requested: ___________________________

Indicate the reason why you are requesting to reduce your course load:

Academic Difficulties

□ Initial difficulty with the English language or reading requirements.
□ Unfamiliarity with US teaching methods.
□ Improper course level placement.

You must be enrolled for at least half the required full-time course load (i.e., undergraduates must enroll for a minimum of 6 credits, graduate students for 4 credits.) You may receive permission to reduce your credit load due to an Academic Difficulty only once during your current degree level.
Final Semester of Study

☐ Undergraduate or Masters degree student completing program of study at the end of the current term.

You must be enrolled for at least the number of credits needed to complete your studies. The end date on your I-20 or DS-2019 will be made to reflect the end of the current term, if it doesn’t already.

Medical Condition

☐ Temporary illness or medical condition. You must attach a signed letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The letter must substantiate the illness or medical condition.

You may enroll for any number of credits. If you cannot enroll for any courses due to your medical condition, the letter from your medical professional must state this and you will need to complete the Registrar’s Office Withdrawal Form. You may only receive this permission for a maximum of 12 months during your current degree level.

Completed Course Work

☐ Graduate student who will be completing or has completed all required course work and is studying for preliminary examinations or working on a thesis or dissertation.

You must be enrolled for a minimum of two graduate level (300+ or above) credits. Note: in this category, ISS considers you to be enrolled full-time for immigration purposes only. Your SEVIS record will indicate full-time enrollment rather than a reduced course load.

☐ Academic Advisor or ☐ Medical Professional

I hereby certify the reason given for the request to approve a reduced course load is correct.

Name: ___________________________ Title: ___________________________

E-mail: __________________________ Phone: __________________________

Signature: __________________________

Note: Academic Advisors will be notified via e-mail if ISS denies the request.

To be Completed by Student:

Signature: __________________________

To be Completed by ISS Staff:

This student has been approved to reduce his/her course load for the semester requested: ☐ Yes ☐ No

Name/Title: __________________________

Signature: __________________________ Date: __________________________