

**EASTERN UNIVERSITY**  
**International Student Request for Reduced Course Load**

Student visa restrictions include the necessity for the student to be enrolled full-time in consecutive terms in order to maintain immigration status. Any exceptions need to be authorized by the Office of International Student and Scholar Services. Please complete the following information and bring this form in person to OISSS.

TO BE COMPLETED BY THE STUDENT:

Name \_\_\_\_\_

Local Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Degree Program \_\_\_\_\_ Credits completed \_\_\_\_\_

Term/courses for which RCL is requested \_\_\_\_\_

Current I-20 or DS-2019 Expiration Date \_\_\_\_\_ SEVIS # \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

*Please attach a copy of your current transcript, I-20 or DS-2019, visa and I-94 if these are not already on file in OISSS.*

TO BE COMPLETED BY THE ACADEMIC ADVISER:

There are only a few exceptions granted by USCIS for a student to take less than a full course load. By immigration law, the international student must be full-time during each regular academic term. If the student has special circumstances dictating a need to reduce course load (eg., medical reason), or if the student's activity is equivalent to full-time, but does not require a full-time number of units (eg., writing a thesis), this form is to be endorsed by the academic adviser. Please check one of the following reasons:

- Student has a medical reason for having to reduce course load. (Attach a doctor's note.)**
- Student is in his/her first semester and is having difficulties with English language or is unfamiliar with U.S. educational culture and practices.**
- Student has less than a full course load remaining to complete his/her degree program.**
- Student is involved in a required internship or field semester.**
- Student has completed all formal coursework, and is engaged in thesis or dissertation research.**
- Other (please explain) \_\_\_\_\_**

I endorse a less than full-time registration for the semester requested by this student for the above reason.

\_\_\_\_\_  
Academic Adviser's Signature                      Print Name                      Date

\_\_\_\_\_  
International Student and Scholar Services                      Signature                      Date