

## REDUCED COURSE LOAD FOR J-1 STUDENTS

UNIVERSITY OF MINNESOTA

- Do not enroll for less than a full course load or drop below a full course load without PRIOR approval from ISSS.
- Read the instructions on the reverse side of this form before completing the form.

Name (Print) _____ U of MN ID # _____	
Last	First
Country of Citizenship _____ Birthdate _____	
College _____ Major _____ Term & Year admitted _____	
Degree Program _____ Expected Date of Graduation (month/year) _____	
Phone _____	U of M e-mail address _____
Home	Office

<p><b>Indicate the term for which you are requesting a reduced course load:</b></p> <p><input type="checkbox"/> Fall</p> <p><input type="checkbox"/> Spring</p> <p><input type="checkbox"/> Summer      Year: _____</p>	<p>Indicate the total number of credits you will be taking during the requested term: _____</p> <p><i>Note: If you are a Graduate Student taking 0 credits, you MUST enroll for Grad 999 before submitting this form to ISSS. In addition, you MUST enroll in the Student Health Benefit Plan (= health insurance).</i></p>
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<b>Indicate the reason for your reduced course load:</b>	
<p>___ 1. Final semester and less than a full course load needed to graduate*</p> <p>___ 2. Bona fide academic reason (attach academic adviser's letter)</p> <p>___ 3. Medical Reason (attach doctor letter)</p>	<p>___ 4. Participating in authorized academic training that necessitates registering part-time*</p> <p>___ 5. Work on thesis or dissertation; or preparing for preliminary examinations*</p> <p><i>* These reasons cannot be accepted for students in non-degree programs at the University of Minnesota</i></p>

**STUDENT'S SIGNATURE:**

I have read and I understand the instructions on the reverse side of this form.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**ACADEMIC ADVISER'S SIGNATURE:**

As the academic adviser, I have discussed the above circumstances with the student, reviewed the educational implications, and recommend that the student's request for a reduced course load be approved.

Signature of Academic Adviser \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Print Name and Title \_\_\_\_\_ Dept. \_\_\_\_\_

**ISSS ADVISER'S SIGNATURE:**

Signature of ISSS Adviser \_\_\_\_\_ Date \_\_\_\_\_



## **FULL COURSE OF STUDY REQUIREMENT**

Immigration regulations require that all J-1 students register for and complete a full course of study each term during the academic year. A student may request a reduced course load if the reason meets the criteria outlined by immigration regulations. A request for a reduced course load must be supported by your academic adviser as well as ISSS and must be pre-approved. Dropping below a full course of study without PRIOR approval from ISSS results in a loss of legal status.

## **TO REQUEST A REDUCED COURSE LOAD**

1. Determine if you need to submit a Reduced Course Load form. Read the section titled "General Registration Information."
  2. Determine if your situation is acceptable for a reduced course load. Read the section "Acceptable Reasons for a Reduced Course Load". If your reason does not match one of those listed, you are NOT eligible for a reduced course load and you must enroll full-time.
  3. Complete this form and select the reason for your reduced course load.
  4. Submit the form to your academic adviser for signature.
  5. If you have selected reason #2 (Academic Reasons), request a support letter from your academic adviser.
  6. If you have selected reason #3 (Medical Reason), request a letter from your doctor.
  7. Come to ISSS during J-1 walk-in hours with your original reduced course load form, a photocopy for ISSS, and any necessary support letters. If accepted, an ISSS adviser will sign your form and return the original to you for your records.
- The **deadline** for submitting a request for reduced course load is the first day of the semester.
  - If you plan to drop below the full course minimum during a semester in progress, you must submit this form to ISSS **PRIOR** to withdrawing from your course(s). Dropping below full-time without **PRIOR** approval from ISSS constitutes a loss of legal status.

## **GENERAL REGISTRATION INFORMATION**

### **• Minimum credit requirements for...**

*Graduate School Students:* 6 credits per term

*Undergraduate Students:* 12 credits per term

Note: Undergraduates are automatically charged tuition for 13 credits. If you are taking less than 13 credits, you must also submit a "Reduced Credit Load" form to your college advising office.

*Non-degree seeking students:* 12 credits per term

*Professional School Students:* Between 6 and 12 credits per term, depending on your program.

- **Summer Session Enrollment:** Continuing students are not required to enroll during summer session. Students admitted to begin a program in the summer **MUST** enroll full-time during the summer of admission.
- **Thesis credits** DO count toward your full course of study requirement. As long as the total number of credits meets your minimum requirement, you do not need to submit this form.

- The Full-Time-Equivalent (FTE courses 8444 for PhD and 8333 for master's students) satisfy the full-course requirement for graduate students. If you are taking the FTE course, you do NOT need to submit a Reduced Course Load form to ISSS.

- Students enrolling in Grad0999 must submit a Reduced Course Load form to ISSS to maintain immigration status.

- Audited courses do NOT count toward your full course requirement. The audit grade basis for courses means you do not earn credit for the course.

- Enroll for all of your credits at the beginning of the term. If you plan to split your enrollment between the first and second half of the semester, you must enroll for ALL courses at the beginning of the term. You may not wait until mid-term to enroll for second-half courses.

- You are responsible for your enrollment. If your department completes enrollment for you, make sure that your enrollment occurs before the drop/add deadline of the term. SEVIS reporting occurs early in the semester; therefore retroactive enrollment is not acceptable. If your department does not enroll you by the deadline, you will lose your legal status.

## **ACCEPTABLE REASONS FOR A REDUCED COURSE LOAD (RCL)**

### **1. FINAL SEMESTER**

- For students who will complete their degree at the end of the term for which the reduced course load is requested.

### **2. BONA FIDE ACADEMIC REASONS**

- Requires a supporting memo from your academic adviser recommending a reduced credit load according to your academic situation.

### **3. MEDICAL REASON**

- Requires supporting documentation from a licensed medical doctor, doctor of osteopathy or clinical psychologist. The letter does not need to state the specific medical condition, but it must indicate that the condition requires less than full-time enrollment.

### **4. PARTICIPATING IN AUTHORIZED ACADEMIC TRAINING THAT NECESSITATES REGISTERING PART-TIME**

- If you want to pursue full-time academic training and register for less than a full-course of study, you must submit a letter from your academic adviser.

### **5. GRADUATE STUDENT WORKING ON THESIS OR DISSERTATION; OR PREPARING FOR PRELIMINARY EXAMINATIONS**

- For graduate students who have completed required coursework. Graduate students who have not completed coursework must meet with an ISSS adviser before requesting a reduced course load to work on thesis or prepare for prelims.