

Reduced Course Load Request

Family/Last Name: _____	First Name: _____
USC ID Number: _____	SEVIS Number: _____
First Semester at USC: _____	Date of Birth: _____
Telephone Number: _____	Degree Objective: <input type="checkbox"/> Bach <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/> Other: _____
Field of Study: _____	Current Status: <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> Other: _____
Expected Graduation: _____	Email Address: _____
Local U.S. Address: _____	

U.S. Citizenship and Immigration Services (USCIS) regulations require that international (F-1/J-1) students **ENROLL** and **COMPLETE** a [full course load](#) each semester in order to maintain valid non-immigrant student status. F-1/J-1 students who are not able to register full time must submit the Reduced Course Load form to OIS for review.

RCL DEADLINE: First day of the semester.

NOTE: Submission of RCL form to OIS does not automatically grant approval. If additional information is needed, OIS advisor will contact student and/or advisor for clarification.

THIS PORTION TO BE COMPLETED BY THE ACADEMIC ADVISOR

Please select the appropriate reason for the RCL from one of the following categories.

Category 1: Final Semester

This reason can be used only if it is the student's final semester.

The student needs _____ units in order to graduate at the end of this semester.

Category 2: Medical Reasons

A letter from student's medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist is required.

Illness or other medical conditions (physical/mental)

Category 3: Academic Difficulty—select one of the following reasons.

NOTE: Students must be registered in a minimum of 6 units (undergraduate), 4 units (graduate), 3 units (doctorate).

These reasons can be used only once per degree level. (i.e. Tommy was having a difficult time with the English language requirements in several of his classes. He applied for an RCL and it was approved. Tommy is expected to register full time for the remaining duration of his degree program. He may not apply for another RCL based on an academic difficulty.)

Initial difficulty with reading requirements—Can be used during first year of program only

Initial difficulty with the English language—Can be used during first year of program only

Unfamiliarity with US teaching methods—Can be used during first year of program only

Improper course level placement

Semester/Year requesting for: _____ Number of units student will register for: _____

As the Academic Advisor for this student, I approve this student to carry less than the required number of units as indicated above.

Academic Advisor Signature _____ Academic Advisor Name (please print) _____ School/Department _____ Ext. _____ Date _____

Office use: _____ units for _____. Restrictions: _____. RCL: _____.