

# Undergraduate Reduced Course Load Form (RCL)

The U.S. Department of Homeland Security and the U.S. Department of State allow very limited reasons for F-1 and J-1 international students to enroll less than full-time. These reasons are listed below. To request approval for a reduced course load, and less than full-time enrollment, fill out this form (except for signatures), save it using the file name format 'RCL\_A#####\_lname.pdf', where 'A#####' is your USU A#, and 'lname' is your last name, and email it to rob.llewellyn@usu.edu. The form will be circulated for signatures using DocuSign.

Name: \_\_\_\_\_ Student ID: A

\_\_\_\_\_  
Last/Family First Middle

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Number / Street Apartment No.

\_\_\_\_\_  
City State Zip Level:  Bach  2<sup>nd</sup>Bach

E-mail: \_\_\_\_\_ Visa:  F-1  J-1

Semester / Year for RCL: \_\_\_\_\_ Number of credits this semester: \_\_\_\_\_

Major / Field: \_\_\_\_\_ I-20 or DS-2019 Expiration: \_\_\_\_\_

I certify that the information contained on this form is true and correct to the best of my knowledge. I understand that if I have any questions regarding my request for a reduced course load, I may direct my questions to the OISS.

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

**I recommend that the above named undergraduate student be permitted to enroll for less than a full course load for the following reason:**

- Difficulties with English language (valid only during student's first semester)
- Difficulties with reading requirements (valid only during student's first semester)
- Unfamiliarity with U.S. teaching methods (valid only during student's first semester)
- Improper course level placement
- Student's final semester before graduating
- Medical reason (Health care professional's documentation required.)

\_\_\_\_\_  
Undergraduate Academic Advisor (Print) Advisor Signature Date