Requesting a Reduced Course Load with Immigration

Overview

The page explains how to submit the required documentation in order to request a reduced course load with immigration. F-1 students are required to maintain full-time enrollment in fall and spring semesters. Eligible students can request a reduced course load (RCL) to drop below full-time enrollment. An RCL is authorized by semester and may be extended if the student is eligible.

You may meet with your international student advisor to determine if you are eligible for a reduced course load. For help with this process, please contact International Programs at international@uwf.edu.

Instructions

Complete Part 1 of the Reduced Course Load Request Form

Complete Part 1 of the form.
The form can be downloaded below.

Reduced-Course-Load-Form.pdf

Indicate the reason for your request.

For requests based on academic difficulties, select the type of difficulty.

Below is an example of a correctly completed Part 1 for an Academic Reduced Course Load.
Below is an example of a correctly completed Part 1 for a Medical Reduced Course Load.

Complete Part 2 for an Academic Reduced Course Load

Submit the form to your academic advisor. The advisor completes Part 2 of the form to recommend an academic reduced course load.

Below is an example of a correctly completed Reduced Course Load Request Form based on academic difficulties.

Complete Part 3 for a Medical Reduced Course Load

Submit the form to your physician or medical professional. The healthcare provider completes Part 3 of the form to recommend a medical reduced course load. A letter of support from the healthcare provider must be submitted with the request.

Below is an example of a correctly completed Reduced Course Load Request Form based on illness or medical condition.
Submit the Reduced Course Load Request Form

Submit the completed form to international@uwf.edu. International Programs will review your documentation and issue a new I-20 with reduced course load authorized on page 2. Please note that it is important to keep all Forms I-20 for your records. You will need them to apply for Optional Practical Training (OPT).

FAQs

✓ Enter question here

Enter answer here