

Yeshiva University

APPLICATION FOR F-1 REDUCED COURSELOAD (RCL)

F-1 International Students are required by law to pursue a full course of study every required term of your academic program. [8CFR 214.2(f)(6)] At the undergraduate level, a full course of study is defined as 12 academic credits. At the graduate level full-time is defined by your academic program. Under certain circumstances, a Designated School Official (DSO) may authorize a reduced course load (RCL), permitting you to drop to part-time or even stop studying completely for a specific period of time. At Yeshiva University, the person to see about RCL authorization is the International Student and Scholar Advisor (ISA). Below are the different kinds of RCL:

1. **Academic RCL:** Academic difficulties are restricted to initial difficulties with English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. To maintain F-1 status, you must register at least half time and resume a full course of study the next required semester. A reduced course load based on academic difficulties may only be authorized once per academic level. If you have already been authorized for Academic RCL at your current program level, at Yeshiva University or another school, you are not eligible for a second authorization. [8CFR 214.2(f)(6)(iii)(A)]
2. **Medical RCL:** If you are suffering from a temporary illness or medical condition, are unable to study full-time AND will remain inside the U.S., you may be able to register part-time or not at all, depending on your condition. A licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist needs to provide a formal letter, on letter head, substantiating your condition and recommending a reduced course load for a specified period of time. Medical RCL extending beyond one semester must be reauthorized each term. A student may be authorized for Medical RCL on more than one occasion while pursuing a course of study, as long as they do not exceed a total of 12 months per academic level. [8CFR 214.2(f)(6)(iii)(B)] Students who are approved for a leave of absence and leave the U.S. to pursue medical treatment do not need medical RCL, but you do need to advise the ISA of your plans before leaving or dropping your courses.
3. **Final Semester:** A Designated School Official (DSO) may authorize an RCL in your final semester, if fewer courses are needed to complete your program of study. Your academic advisor must confirm that you are in your final term and taking all remaining required courses to graduate. [8CFR 214.2(f)(6)(iii)(C)]

To qualify for RCL, you must still be enrolled full-time. If you have already dropped below full time, you are not eligible. Yeshiva University is required to Terminate your SEVIS record and you will need to apply for Reinstatement to F-1 status once you are able to resume a full course load. To apply for Academic or Medical RCL, or if you are in your final semester and require less than a full course load to complete your program of study, please ask your academic advisor to complete this form and return it to the Office of International Students and Scholars (OISS), prior to dropping any classes. Once received, your application will be reviewed by the ISA. If approved, you will be given authorization to reduce your course load for a specific period of time.

Student Name: _____
Please print: Last Name, First Name

Yeshiva ID Number: _____ Phone Number: _____

Email address: _____

I am requesting a reduced course load for the: (circle one): Fall Spring of (enter year): _____

Program of study and major: _____

YU School: _____ Degree Level: UG Graduate Law

Transfer Students: Have you ever been authorized to drop below full time before, for any reason? If yes, please provide details:
School: _____ Level of Education (BA, MA, etc.): _____ Dates (from – to): _____

REASON YOU ARE REQUESTING A REDUCED COURSELOAD: Check one

Academic Difficulty: *My advisor has completed the other side of this form.*

- Initial difficulty with the English language.
- Initial difficulty with reading requirements.
- Unfamiliarity with US teaching methods or requirements.
- Improper course level placement.

Illness or medical condition: *My advisor has completed the other side of this form.*

- Illness or medical condition. **Medical documentation is included with this application.**

Final Semester: *My advisor has completed the other side of this form.*

Academic Advisor's Recommendation for F-1 Reduced Course Load

I recommend (name of student) _____
Please print: Last Name, First Name

Carry a reduced course load of _____ credits (not less than 6) for the _____ (semester) for the following **academic reason**:

Initial difficulty with the English language. *Describe the difficulty and why it is considered "initial".*

Initial difficulty with reading requirements. *Describe the difficulty and why it is considered "initial".*

Unfamiliarity with US teaching methods or requirements. *Describe the difficulty the student is experiencing.*

Improper course level placement. *Describe the reason for the improper placement.*

OR

Student had a documented Medical condition which requires a reduced course load. Documentation is included with this application.

OR

Student is in their final term and needs _____ credits to complete their program of study. The student's expected graduation date is: _____ .

Academic Advisor's Signature

Academic Advisor's email address

Advisor's Name and Title (please print)

Telephone

Department

ADMINISTRATIVE ACTION

SEVIS RCL APPROVED. Authorized on: _____ Date _____ Period Covered: _____ From _____ To _____

SEVIS RCL DENIED

Reason: _____

Designated School Official: _____