REDUCED COURSELOAD (RCL) APPROVAL REQUEST

THE TOP 2 REASONS WE CAN'T PROCESS AN RCL: INCOMPLETE FORM AND HOLDS.
PLEASE FILL OUT THE FORM CAREFULLY AND
BE SURE YOU HAVE NO HOLDS BEFORE SUBMITTING IT TO ISSS.

All students on F-1 or J-1 visas with a visa document from ODU who enroll for fewer than the required credit hours (12 undergraduate; 9 graduate) in the fall and spring semesters must submit this form by the first Wednesday of the first week of classes and receive an approval e-mail from ISSS to maintain their visa status. An RCL protects a student's visa status, so if you don't submit one when needed, you can't work on campus and you must stop any internship work—YOU WILL BE IN VIOLATION OFYOUR VISA STATUS AND YOU MAY HAVE TO LEAVE THE U.S.

Even if all thesis/dissertation hours required for the degree have been completed, students must be registered for credit. In the event that ISSS has questions about this form, they will be sent to the student's ODU email account (not employment e-mail account). Please fill this form out completely, write clearly and attach all relevant documentation to ensure the quickest possible processing.

Step 1: Personal Information:

Name _____ UIN _____ SEVIS ID# _____
(Circle your family name.) *(REQUIRED)*

Step 2: Current Level at ODU: ◯ Undergraduate ◯ Masters ◯ Doctoral Student E-Mail Address _____@odu.edu

Step 3: Visa Status: ◯ F-1 ◯ J-1

Step 4: RCL Semester: I am requesting full-time certification with _____ credit hours for: FALL 20_____ or SPRING 20_____

Step 5: RCL Reason: Please CHECK the box of the option that fits your situation this semester. If none of the items applies to you, please meet with an advisor in ISSS.

☐ A. I have a medical condition for which I am currently receiving treatment. (Attach an original letter (not a prescription pad) from the doctor or licensed psychologist treating you; it must *clearly* state the diagnosis, the treatment and the length of time required before you can resume a full courseload.) Students can only obtain a medical RCL for a total of 12 months. No CPT will be considered for students who select "A." No advisor signature is required for this reason.	☐ B-i. I have difficulties with adjustment to education in U.S. English or the U.S. educational system. This is my first full-time semester at a U.S. institution at University level classes. No advisor signature is required for this reason.	☐ B-ii. I would like to drop a course due to a situation which resulted in an improper course level placement by my advisor. An example of this would be a case where your advisor signed you up for a class and you did not have the pre-requisite. Your advisor must attach a letter on University letterhead with an explanation of the situation.
	B (i or ii) can only be used ONCE per academic program.	
☐ C. I have completed all course work for my graduate degree and only have thesis/dissertation credit or an examination left. NOTE: You must still remain enrolled for course credit. You cannot maintain status if you are not registered for the semester. Your GPD (not academic advisor) must sign at the bottom of this form.	☐ D. I will graduate from ODU THIS semester. A hold is placed on all students submitting a form for this reason. If you find you will not graduate, please notify ISSS by sending an e-mail to intlstu@odu.edu. Your GPD (GR) or Chief Departmental Advisor (UG) (not academic advisor) must sign below.	☐ E. I am a Master's or Ph.D. with a graduate assistantship. Is your assistantship indicated on your current I-20? ___Yes ___No, so I will need a new, updated I-20. Attach a copy of your award letter and have your assistantship supervisor sign at the bottom of this form.

STEP 6: I have read the above and agree to the conditions. Submission of this form does not guarantee approval. If I do not understand something on this form, I will contact ISSS.

Student's signature _____ Date _____

GRADUATES: Ask your GPD (Reasons C or D) or GA supervisor (Reason E) to sign below.
UNDERGRADUATES: Ask your Chief Departmental Advisor to sign for Reason D.

This form is crucial in maintaining the visa status of F-1 and J-1 visa holders and is designed to facilitate documentation required by Immigration. This student wishes to take fewer credits than required by Immigration (12 for UG and 9 for GR). Your signature verifies that the information on this form is accurate and that you approve. If you have any comments, please either include them on the back of this form or e-mail us at intlstu@odu.edu. After signing, you may return the form to the student and s/he will submit it to ISSS.

Signature _____ Date _____ Extension _____

Name_____ ◯ GPD ◯ GA Supervisor ◯ Chief Dept. Advisor

For ISSS use only:

◯ Approved ◯ Entered
◯ Denied

NOTES (if any):

◯ SEVIS/Atlas updated for A, B or D
◯ Banner hold placed for reason D
◯ E-mail approval sent

Signed _____ Date _____