

# F-1/J-1 Students: REDUCED COURSE LOAD REQUEST FORM

This form is to be used by F-1/J-1 students to request approval for Reduced Course Load (RCL) enrollment from the Millersville University Warfel Center for International Programs and Services (IPS).

**Please allow one week for processing.**

First Name, Middle Initial		Last Name		Student ID Number	
Date of Birth (mm-dd-yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone		Millersville Email	
Address		City		State/Province	Zip Code

## IMPORTANT INFORMATION. PLEASE READ

- Read the [Reduced Course Load information](#) on the Warfel Center for International Programs and Services website before completing this request form.
- Full-time status is 12 credits for undergraduate students, 6 credits for graduate students, or 20 hours for ELI.
- You must either be enrolled full-time or approved for RCL by the Drop/Add deadline set by the University Registrar each term.
- If you want to withdraw from a course which will cause you to be less than full-time after the Drop/Add deadline, you must be approved for RCL **before** dropping the course.
- Failure to gain RCL approval will cause loss of F-1/J-1 status and termination of your SEVIS record.

**Once this request is approved, a new I-20/DS-2019 will be issued to you with the RCL listed.**

## CHECKLIST OF REQUIRED DOCUMENTS WHICH MUST ACCOMPANY FORM TO BE PROCESSED

- ☐ Copy of your current I-94
- ☐ Copy of your current and previous I-20s (pages 1 & 2) or DS-2019
- ☐ An unofficial transcript downloaded from MAX
- ☐ A letter written by a licensed medical or osteopathic doctor or licensed clinical psychologist (requests for medical reasons).

## COMPLETED BY STUDENT TO JUSTIFY REQUEST

- Specify Academic term \_\_\_\_\_ & Number of credits enrolled \_\_\_\_\_
- Check **one** reason for RCL and specify.
  - ☐ RCL for Academic Difficulties during initial term [8 CFR 214.2(f)(6)(iii)(A)] (Must be enrolled at least ½ time). (Must be accompanied by support from academic advisor).
  - ☐ Initial difficulties with English language (initial term) [8 CFR 214.2(f)(6)(iii)(A)] (Must be enrolled at least ½ time).
  - ☐ Unfamiliarity with American teaching methods (initial term) [8 CFR 214.2(f)(6)(iii)(A)] (Must be enrolled at least ½ time).
  - ☐ Medical Reasons [8 CFR 214.2(f)(6)(iii)(C)] (Must be accompanied by support from medical professional).
  - ☐ Improper course placement
  - ☐ Completion of course of study [8 CFR 214.2(f)(6)(iii)(C)]      Program Completion Date: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

**I understand that this form must be completed using DocuSign or submitted in physically with a wet signature.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_