

## Reduced Course Load Request Form

**Definition:** An F-1 student is required to maintain full-time enrollment unless eligible for a legal vacation. Students with academic or medical problems who are not eligible for a vacation semester must obtain advance approval to be registered for fewer than 12 hours. A request for advance approval must be based on one of the following reasons: Graduation, Academic problems, or Medical problems. Students must have continuously maintained status to apply. Requests for graduating students should be submitted *at least two weeks* prior to the close of registration. **For all F-1 students, registering for less than 12 hours without advance approval will result in your falling out of status.** Reinstatement would then require approval from the immigration service.

**DO NOT USE THIS FORM IF YOU HAVE ALREADY APPLIED FOR OPT. Please use the form "Thesis Student Enrolling for Defense of Thesis".**

### 1. Vacations -- No authorization required

Students are eligible for a vacation semester in the summer only. During the vacation semester, students may register part-time, full-time or not at all. It is necessary to register full-time in the semester following a vacation semester, unless it is your graduation semester (see #2 below). No authorization is required for a vacation semester, but you may contact OIE with any questions.

### 2. Graduation Semester -- Authorization required

If fewer than 12 hours are required for graduation, the student may be approved to register for only the number of hours required for graduation. The academic advisor must complete Part II of the form on the reverse. Submit the form to OIE *at least two weeks* prior to the close of registration.

**NOTE:** For M.S. students- You are only eligible for Reduced Course Load during the graduation semester if your I-20 indicates the M.S. level.

For Ph.D. students- If your I-20 indicates the Ph.D. level, you are only allowed one Reduced Course Load approval during the Ph.D. graduation semester.

### 3. Academic problems -- Authorization required

May only be granted once per degree level. If a student has certain kinds of academic problems, a reduced course load of between 6 and 11 hours may be approved once per degree level. The reasons for approval include difficulty with English or unfamiliarity with U.S. teaching methods during the first semester at GT, and improper course level placement. The academic advisor must complete Part II of the form on the reverse. Submit the form to OIE prior to dropping to less than full-time.

### 4. Medical problems -- Authorization required

If a student has medical problems, a reduced course load of between 0 and 11 hours may be requested. If the problem persists, a reduced course load for medical reasons must be requested prior to registration each semester, to a maximum of 12 months per degree level. Part III of the form should be completed by the student and a *signed letter from a medical doctor must be attached on letterhead stating that the student should not be full-time due to the medical issue.*

# Reduced Course Load Request Form

Student

## Part I: The student must complete the following

Family Name _____	First Name _____
Telephone # : (____) _____	E-mail: _____
Date of Birth: ____/____/____	
SEVIS #: N000 _____	Georgia Tech ID #: 9 _____

## Either Part II OR Part III must be completed

### Part II: For academic reasons, have an advisor complete this section

I, the graduate coordinator/undergraduate academic advisor, certify that the above-mentioned student, majoring in \_\_\_\_\_ *requires a* reduction in course load for academic reasons during the following semester:

\_\_\_\_\_  
(semester/year)

#### Reason for supporting approval:

- graduation semester with  BS  MS  Ph.D.
- difficulty with English language or reading requirements (1<sup>st</sup> semester only)
- unfamiliarity with U.S. teaching methods (1<sup>st</sup> semester only)
- improper course level placement (Granted once per degree level)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Part III. For medical reasons, complete this section

Documentation from Dr. \_\_\_\_\_ is attached to support my request for approval.

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