

Carnegie Mellon University

Office of International Education

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Advisor's Recommendation for Reduced Course Load Authorization

Students in F-1 and J-1 status are required to register full-time (36 units OR the required number of units required by their academic degree program, whichever is higher) during each semester of their academic program; typically Fall and Spring semesters with the summer as a vacation semester. Students enrolled for less than full time during the fall or spring (or summer for students who begin or will complete their program in the summer) **must receive approval from their academic advisor and an OIE advisor BEFORE dropping to part time to maintain legal status with immigration with an approved immigration Reduced Course Load (RCL) authorization. NOTE: Some academic programs do not allow part-time enrollment. Also, submitting an RCL Form to OIE - DOES NOT GUARANTEE that OIE will able to authorize the RCL.**

Payment/tuition questions, as well as withdrawal forms, go to the HUB (www.cmu.edu/hub) as the OIE RCL application is for permission for immigration status, not for CMU enrollment status and is not tied to payment. Note: PhD students should consult with their department and the [Doctoral Student Status Policy](#).

Section A - Completed by Student:

After completion of Section A, give this form to your Academic Advisor/Program Coordinator. For an RCL due to medical reasons, see box below.

Surname/Family Name:

Given/First Name:

Date of I-20/DS-2019 Expiration:

AndrewID:

MEDICAL REASONS: Documentation from a U.S. licensed medical doctor, doctor of osteopathy or licensed clinical psychologist must be attached for OIE approval to drop below full-time enrollment for medical reasons. By regulation, medical RCL may not exceed 12 months in total. Although your academic advisor's approval is not necessary for OIE to approve an RCL due to medical reasons, OIE strongly recommends that you consult with your academic advisor before dropping classes for any reason.

Section B - Completed by Academic Advisor/Program Coordinator:

Complete this section for OIE to determine the student's eligibility to legally drop below full-time enrollment based on the below reasons provided by immigration regulations.

The student named above will be enrolled for less than a full course of study during the _____ (Fall/Spring/Summer) semester for the following reason (check one):

- Initial academic difficulty due to problems with English language or due to the reading requirements. *This reason may be used **only once**, generally during the first semester. The student must register for at least **18 units**.*
- Initial academic difficulty due to student being unfamiliar with U.S. teaching methods. *This reason may be used **only once**, generally during the first semester. The student must register for at least **18 units**.*
- Student placed in an improper course level. *This reason may be used **only once**, generally during the first semester. The student must register for at least **18 units**.*
- Student's Final Semester: "I certify that the student listed above is expected to complete **ALL** degree requirements **AT THE END OF**

_____ **OR** on this specific date _____ **IF** different from the **END of**
(Fall/Spring/Summer Semester and Year) (mm/dd/yyyy - e.g. Mini 1/2/3/4, PhD's, etc.)

semester date and will be registered for _____ units."

NOTE: An RCL in the final semester can **only** be authorized **if the student's program does not require full-time enrollment in the final semester, and the course(s) are REQUIRED for graduation**. If the student's academic program **allows** for less than full time enrollment in the last semester - then the student must register for at least **12 units**.

(Name of Academic Advisor/Authorized Department Personnel - Print)

(Department)

(Signature of Academic Advisor/Authorized Department Personnel)

(Date)