

Federal Regulations require international students to be enrolled in a full course of study while pursuing a degree and a full-time prescribed course of study for non-degree students in the U.S. under a J-1 student status. Full-time enrollment is usually defined as 12 credits for undergraduate students and 9 credits for graduate students. However, your academic advisor dictates the actual number of credits necessary to maintain proper enrollment. **Federal regulation requires that a reduced course load (RCL) be authorized by International Services (IS) in advance.** Failure to comply with this regulation will have severe consequences on your ability to stay in the U.S. to study or work and may have a negative impact on future visits/programs as well.

**Part I. To Be Completed by Student**

Student's Family/Surname Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Current Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_@Clemson.edu Phone \_\_\_\_\_

CUID \_\_\_\_\_ SEVIS No N000 \_\_\_\_\_ Student Major \_\_\_\_\_

Department/College \_\_\_\_\_ Current DS-2019 Expiration Date \_\_\_\_\_

Degree Program:  Bachelor's  Master's  Ph.D.  Non-degree  Other: \_\_\_\_\_

**Part II. Recommendation of Academic Advisor** (Please check the appropriate reason for RCL request)

- Initial difficulties with the English language or reading requirements** (*first term only*)
- Unfamiliarity with U.S. teaching methods** (*first term only*)
- Improper course level placement**
- Student has fewer than 12 (for an undergraduate student) or 9 (for a graduate student) semester credits remaining to graduate** (*final term only*). Ability to extend student's current program beyond this term is limited.
- Medical Condition** (*additional documentation is required*)  
Please attach a letter from your licensed doctor (i.e., physician, clinical psychologist, or doctor of osteopathy) explaining the necessity of a reduced course load and any recommendations they may have regarding your current term. This option is renewable for up to 12 months total, provided the renewal is obtained in advance of each academic term. If more than 12 months are needed, the student must change status or leave the U.S. to pursue medical care at home.
- Student has completed all coursework and is preparing for comprehensive examinations/defense.** *This semester is not his or her final semester.*
- Student is participating in a Cooperative Education Program. University considers this student enrolled full-time even if the student has less than 12 (undergraduate student) or 9 credits (graduate student).
- Student is engaged full-time in a "prescribed course of study" in a non-degree program, even though the student is enrolled in fewer than 12 (for an undergraduate student) or 9 (for a graduate student) semester credits.

**Part III. Academic Advisor's Signature**

**This student has departmental approval for a reduced course load.**

Name of Academic Advisor \_\_\_\_\_

Campus Phone: (864) \_\_\_\_\_ E-mail \_\_\_\_\_@Clemson.edu

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note – if your academic advisor is currently unavailable, please obtain a signature from your department chair or graduate coordinator.*