# REDUCED COURSELOAD FORM

In general, permission to register for less than full-time should occur rarely in a student's career.  By immigration law, international students should be registered for **12 credits or full-time for each term** with an exception of summer term.  **No more than the equivalent of one online course or 3 credits per term can count towards your full-time requirement.**  If you are requesting a reduced course load for **MEDICAL** reasons or because it is your first term in the United States, please make an appointment to meet with the ISA for more information.

## To be completed by student

Student Name                                                    EOU Student ID

Academic Advisor                                                Anticipated Graduation Date

## To be completed by your Academic Advisor

**Advisors!**  Please read and understand this form carefully before signing it. By signing this form, you are assisting us in verifying that this international student is maintaining his or her immigration status.  International students may be considered full-time if completing fewer than 12 (UG) or 9 (GR) per term in very limited circumstances for academic reasons. **Please note that financial or personal reasons are not appropriate reasons for taking fewer than 12 (UG) or 9 (GR) credits, and students with these types of problems should see their international student advisor**.

☐ Through advisement by an Eastern Oregon University official, the student has been placed in the improper course level.

☐ The student needs less than 12 credits to complete his/her degree program this term.

☐ The student needs courses that are *only* offered through Online Education to complete his/her degree program this term.

☐ The student has completed his or her coursework and is working full-time on thesis/dissertation/project research requirements.

Please list the courses and credits required for this student to complete his/her degree program:

I endorse and recommend less than the full-time requirement for this student during:
☐Fall   ☐Winter   ☐Spring 20_____

Academic Advisor Signature                                      Date

FOR OFFICE USE ONLY

SEVIS updated on_____by_____
　　　　　　　　　　Date　　　　　　　　　　　　School Official

*Updated 6/8/12*