OFFICE OF INTERNATIONAL AFFAIRS

Reduced Course Load Request

This form is to be completed by F-1 or J-1 students to request approval to enroll less than full time for an academic semester. Please read this form carefully and complete all sections. Please note that the Office of International Affairs is required to indicate in SEVIS that a student is authorized to enroll less than full time.

Students must first obtain approval from the Office of International Affairs before registering less than full time. If a student registers less than full time without receiving authorization from the OIA after the drop/add deadline, the Office of International Affairs is required to report this in a student’s SEVIS record. Failure to gain approval for a reduced course load will cause loss of F-1/J-1 status. Students who are in their graduating semester MUST apply for graduation prior to submitting this form.

Student Name: ____________________________________________

UL Lafayette ULID: __________________________ SEVIS Number: __________________________ Visa Type: _________

Phone Number: (______)____________ E-Mail Address: __________________________________________

Full-Time Definition:

USCIS regulations require F-1 and J-1 international students to enroll and complete the following number of credits each academic semester in order to maintain valid F-1 or J-1 status.

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>12 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

A reduced course load request is not needed for a Summer semester.

Academic Semester: ___________________________ Total credit hours you will register for: ___________________________

List semester and year

Reason for requesting a reduced course load: (Please check one)

☑ Academic Difficulty ☐ Medical Reasons ☐ Completion of course of study

☐ Other (Please list): _______________________________________________________________________________

☐ Graduating semester

Student Signature: __________________________________________ Date: __________________________

This form must be hand-delivered to the OIA at in the Student Union – Room 136 or e-mailed to: oia@louisiana.edu