



OFFICE OF INTERNATIONAL AFFAIRS Request for Reduced Course Load

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.

Undergraduate Students	12 credits
Graduate Students	9 credits

Online Coursework:

If a student only needs one course to complete their program of study, the course cannot be taken online during the final semester

If a student needs *more* than one course to complete their program of study, only one of the courses can be taken online during the final semester.

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
(Graduating semester)

Other (Please list): _____

Student Signature: _____ Date: _____

Submit completed form to the OIA located in the Student Union – Room 136 or e-mail to: uia@louisiana.edu