

REDUCED COURSE LOAD (RCL) APPROVAL REQUEST

Complete this form online and then print to sign/get your department's signature, if necessary.

BE SURE YOU HAVE NO HOLDS BEFORE SUBMITTING IT TO VISA.

All students on F-1 or J-1 visas with a visa document from ODU who enroll for fewer than the required credit hours (12 undergraduate; 9 graduate) in the **fall and spring semesters** must **submit this form by the Wednesday of the first week of classes** and receive an approval e-mail from VISA to maintain their visa status. An RCL protects a student's visa status, so if you do not submit one when needed, you cannot work on campus and you must stop any internship work. In addition, you will be IN VIOLATION OF YOUR VISA STATUS AND MAY HAVE TO LEAVE THE U.S.

Even if all thesis/dissertation hours required for the degree have been completed, students must be registered for credit.

Step 1: Your Information: Name _____ UIN _____ SEVIS ID# _____
(Circle your family name.) (REQUIRED)

Step 2: Current Level at ODU: ☐ Undergraduate ☐ Masters ☐ Doctoral Major: _____

Step 3: Visa Status: ☐ F-1 ☐ J-1 If J-1, are you sponsored by an organization (e.g. Fulbright, AMIDEAST, BSMP etc.)? ☐ Yes ☐ No

Step 4: RCL Semester: I am requesting full-time certification with _____ credit hours for: FALL 20____ or SPRING 20____

Step 5: RCL Reason: Please **CHECK the box** of the option that best fits your situation this semester (Only select **ONE**).

<input type="checkbox"/> A. I have a medical condition for which I am currently receiving treatment. (Attach an original letter (not a prescription pad) from the doctor or licensed psychologist treating you; it must <u>clearly</u> state the diagnosis, the treatment and the length of time required before you can resume a full course load.) Students can only obtain a medical RCL for a total of 12 months. No CPT will be considered for students on an RCL for Reason "A." No advisor signature is required for this reason.	<input type="checkbox"/> B-i. I have difficulties with adjustment to education in U.S. English or the U.S. educational system. This is my first semester at a U.S. institution in University-level classes. No advisor signature is required for this reason.	<input type="checkbox"/> B-ii. I would like to drop a course due to a situation which resulted in an improper course level placement by my advisor. An example of this would be a case where your advisor signed you up for a class and you did not have the pre-requisite. Your advisor must attach a letter on University letterhead with an explanation of the situation.
B (i or ii) can only be used ONCE per academic program.		
<input type="checkbox"/> C. I have completed all course work for my graduate degree and only have thesis/dissertation credit or an examination left. NOTE: You must still remain enrolled for course credit as no registration is a visa violation. Your GPD (not academic advisor) must sign at the bottom of this form.	<input type="checkbox"/> D. I will graduate from ODU THIS semester. If you find you will not graduate, please notify VISA by sending an e-mail to intlstu@odu.edu. Your GPD (GR) or Chief Departmental Advisor (UG) (not academic advisor) must sign at the bottom of this form.	<input type="checkbox"/> E. I am a Master's or Ph.D. with a graduate assistantship that permits fewer than nine credits. Is your assistantship indicated on your current I-20? <input type="checkbox"/> Yes <input type="checkbox"/> No; I need a new, updated I-20. Your assistantship supervisor must sign at the bottom of this form.

STEP 6: I have read the above and agree to the conditions. I have filled out this form completely and ensured there are no holds on my account before submitting this form to VISA. Submission of this form does not guarantee approval.

Student's signature _____ Date _____ Student E-Mail _____

<p>GRADUATES: Ask your GPD (Reasons C or D) or GA supervisor (Reason E) to sign below.</p> <p>UNDERGRADUATES: Ask your Chief Departmental Advisor to sign for Reason D.</p> <p>This form is crucial in maintaining the visa status of F-1 and J-1 visa holders and is designed to facilitate documentation required by Immigration. This student wishes to take fewer credits than required by Immigration (12 for UG and 9 for GR). Your signature verifies that the information on this form is accurate and that you approve. If you have any comments, please either include them on the back of this form or e-mail us at intlstu@odu.edu. After signing, you may return the form to the student and s/he will submit it to VISA.</p> <p>Signature _____ Date _____ Extension _____</p> <p>Name _____ <input type="radio"/> GPD <input type="radio"/> GA Supervisor <input type="radio"/> Chief Dept. Advisor</p>	<p>For VISA use only:</p> <p><input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Cannot be processed _____</p> <p>Registered? <input type="radio"/> No <input type="radio"/> Yes</p> <p>HOLDS <input type="radio"/> No <input type="radio"/> Yes (add notes @ bottom)</p> <p><input type="radio"/> Entered Note in ISSM <input type="radio"/> Updated SEVIS/ISSM for A, B or D <input type="radio"/> E-mail approval sent</p> <p>Signed _____ Date _____</p>
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OFFICE USE: Correspondence notes (please include dates and cross out resolved items):