

International Student and Scholar Support

Reduced Course Load Request For F-1 and J-1 Student Visas

- The F-1/J-1 Regulations require international students to be enrolled full-time each fall and spring semester.
- Full-time enrollment is 12 hours for **undergraduates**, 9 hours for **graduate students without an assistantship**, and 6 hours for **graduate students with an assistantship**.
- Authorization must be granted for exemption each semester, **UNLESS** you are a graduate student who has completed all coursework and is working on thesis or dissertation. In this case, the form only needs to be submitted **BEFORE** the first semester of under-enrollment.

Please Note: This exemption request is for immigration purposes only. Please consult your academic department and The Graduate School to determine additional enrollment requirements.

To be completed by Student

Family Name: _____ First Name: _____

Email: _____ Phone: _____ USC ID: _____

Visa type: F-1 ___ J-1 ___ Degree Program: Bachelor's ___ Master's ___ Ph.D. ___ Major _____

I hereby certify that the reason for less than full-time enrollment is correct:

Student's Signature _____ Date _____

To be completed by Academic Advisor

Please indicate why you recommend that the above student be allowed to enroll less than full-time.

Semester: Fall, 20 _____ **Spring, 20** _____

___ Initial difficulties with the English language

___ Initial difficulties with reading requirements or teaching methods

___ Improper course level placement

___ Student, with coursework to be completed only, in final semester of degree program.

- How many remaining credit hours (**If only one class, it cannot be online**) _____
- Internship/Field Training: Yes ___ No ___

___ Graduate student; coursework completed - working on thesis or dissertation – ABD – (no further requests required, but student must enroll in at least one credit hour for each spring and fall term to maintain visa status)

Comments: _____

Please Note: The Department of Homeland Security **does not consider** financial or scheduling difficulties to be valid reasons for enrolling less than full-time.

Academic Advisor: _____ Department: _____

Telephone: _____ Email: _____

Academic Advisor's Signature: _____ Date: _____