

International Student and Scholar Services  
Binghamton University Box 6000  
Binghamton, New York 13902-6000  
607-777-2510 (phone)  
607-777-2889 (fax)

**REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD  
DUE TO ACADEMIC DIFFICULTY  
FOR STUDENTS IN F-1 STATUS**

This form is provided for your convenience. The information requested on this form is needed to comply with U.S. Citizenship and Immigration Services (USCIS) regulations. The international student named below is applying for approval to take a reduced course load. **Permission from the Office of International Student and Scholar Services MUST be obtained before the student drops the course(s).** A F-1 student who drops below a full course of study without the prior approval of the Office of International Student and Scholar Services will be in violation of federal regulations governing F-1 students and will be considered to be out of status.

**A reduced course load for academic reasons must consist of at least six credits, per USCIS regulations.** If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will **not** be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that degree level.

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**Student Completes This Section:**

Student Name: \_\_\_\_\_ Degree Sought: \_\_\_\_ Bachelor's  
(please print) \_\_\_\_\_ Master's  
Student ID or Soc Sec. No.: \_\_\_\_\_ PhD  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Field of Study: \_\_\_\_\_ Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Advisor Completes This Section:**

Semester and Year for this request: Fall 20 \_\_\_\_\_ or Spring 20 \_\_\_\_\_  
The student named above is applying for a reduced course load due to (check one only):  
initial difficulty with English language or reading requirements  
unfamiliarity with U.S. teaching methods  
improper course placement (provide course number and name): \_\_\_\_\_

**A reduced course load for academic reasons must consist of at least six credits, per USCIS regulations.**

I certify that the student's request to take a reduced course load is due to one of the three reasons listed above. I provide the following information to support the recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Name & Title (please print) \_\_\_\_\_  
Department (please print) \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

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For Office Use Only: Student notified by e-mail (date): \_\_\_\_\_ SEVIS RTI Screen Printed: \_\_\_\_\_  
ISSS Action & Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Entered in SEVIS (Date): \_\_\_\_\_  
**PLEASE RETURN THIS FORM TO THE OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES,  
NELSON ROCKEFELLER CENTER ROOM G-1** Reduced Course Load Form Academic 2/05