

Reduced Course Load Request Form

A Reduced Course Load request to Designated School Official (DSO) is necessary if you encounter an unforeseen problem or a situation that prevents you from taking 12 credits or more to comply with SEVIS regulations.

Please fill out this form with a proof of an unforeseen situation, and turn it into the Office of International Education (HL118).

I am requesting a reduced course load for the following reason:

- Medical Reason (attached a note from your doctor)
- Family Emergency in my home country (attached a copy of airline ticket)
- An unexpected language problem (attached a letter/email from your instructor or an advisor)
- An unexpected culture problem (attached a letter/email from your instructor or an advisor)
- Other reason(s): Please explain:

Last Name	First Name	Student ID #
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Student's Signature	Date
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Advisor's Signature	Date
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Office Use Only	Date:
Received By:	Entered in SEVIS By: