The University of Pittsburgh
Office of International Services

Reduced Courseload Request

International students who are in the U.S. in F-1 or J-1 student visa classification are required by law to maintain full-time enrollment status during all normal enrollment periods. For undergraduate students, full-time status is defined as 12 credit hours of course work per term. For graduate students, full-time status is defined as 9 credit hours of course work per term. Students are allowed an annual vacation that is commonly taken during the summer term.

The U.S. Citizenship & Immigration Services (USCIS) and/or the U.S. Department of State (DOS) allow very limited reasons for a student to engage in less than full-time enrollment. These reasons are listed below. If you do not meet one of these exceptions, you may be out of legal status and deportable from the United States if you drop below full-time enrollment.

If you are considering dropping below full-time enrollment, you ***must*** complete the form below and submit it to the Office of International Services (OIS) with the appropriate supporting documentation so that a qualified staff member can review and approve the form ***prior to*** dropping below full-time enrollment. *Failure to receive approval from OIS **before** dropping below full-time may jeopardize your legal status in the U.S.* If you have any questions, please contact a staff member in the Office of International Services.

Name of Student: _____

I.D./Social Security Number: _____ E-mail: _____

School/Department: _____

I am seeking authorization to drop below full-time enrollment during the following academic term(s): _____.

I plan to register for _____ credits during this/these term(s). The reason for this request is (check one box below):

- ☐ I am having difficulties with the English language. (*NOTE: May only be used during the first term.*)
- ☐ I am having difficulties with reading requirements. (*NOTE: May only be used during the first term.*)
- ☐ I am unfamiliar with U.S. teaching methods. (*NOTE: May only be used during the first term.*)
- ☐ I have been placed in an improper course level.
- ☐ I need less than a full course load and will complete my program this term.
- ☐ I have a legitimate medical reason for being enrolled less than full-time.*

** If you are requesting authorization to drop below full-time enrollment based on medical reasons, you must attach an official letter from a health care professional recommending the reduced course load.*

Name of Student	Signature	Date

Name of Academic Advisor or Department Chair	Signature	Date

<u>OIS ONLY</u> – Authorization Granted: YES ☐ NO ☐

DSO/RO/ARO Signature: _____ Date: _____

Updated 07.18.2005