



## OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies  
University of Pittsburgh

### Final Term Reduced Course Load (RCL) Authorization

The federal government allows F-1 and J-1 students to be enrolled **part-time** (fewer than 12 credits for undergraduates; fewer than 9 credits for graduate students) during their **final term**, if the student is on track to graduate by the end of that term. However, students need formal authorization from OIS to have a reduced coarse load in their final term.

To submit an RCL request, log into My OIS ([my.ois.pitt.edu](https://my.ois.pitt.edu)) and submit the 'Reduced Course Load Request' e-form **before the end of the first week of classes**.

#### Additional Notes

- Before granting authorization, OIS will wait for confirmation from the student's academic advisor confirming that they are expected to completely their academic requirements during the final term. This is done via email, as part of the request in My OIS.
- At least 1 of the student's courses must meet on-campus at the University of Pittsburgh. There are some rare exceptions, particularly for students who participate in a study-abroad program. Students can contact their [Immigration Specialist](#) to discuss their individual situations.
- Students cannot enroll entirely in online courses in their last term.
- Students who are in danger of not completing their degree requirements in their final term **MUST** contact their [Immigration Specialist](#) as soon as possible to discuss their options, which may be limited.

#### FAQs

**Q:** Do I still need to pay full-time tuition if I receive a Reduced Course Load authorization?

**A:** No, you pay on a per-credit basis: [ir.pitt.edu/tuition-rates-fees](https://ir.pitt.edu/tuition-rates-fees).

**Q:** Do I need the Reduced Course Load authorization from OIS before I register for classes?

**A:** No, just register for the courses that you need. You can submit your Reduced Course Load request via [My OIS](#) before the start of your final term, but you must submit your request before the end of the first week of classes.

**Q:** Will a Reduced Course Load authorization affect my ability to work on-campus, or apply for [OPT](#)?

**A:** No, you can still work up to 20 hours a week on-campus and apply for [OPT](#).

**Note:** You are responsible for ensuring that you understand the impacts of part-time enrollment on your [university student health insurance](#).

Please contact your [Immigration Specialist](#) with further questions.