

J-1 Reduced Course Load Approval Request Form

A J-1 student should obtain approval from ISSS before dropping below a full course of study.

An international student in J-1 status is bound by U.S. Department of State regulations to pursue a full course of study each fall and spring. Full-time study is generally defined as 9 credit hours for graduates and 12 credit hours for undergraduates per semester.

This form is usually not needed for students who:

- 1) have completed all the required coursework and are enrolled in thesis, dissertation, or equivalent hours OR
- 2) have a GTA/GRA and are considered full time as described by the registrar. [i.e. 50% GTA + 6hrs]

If you think situation 1 or 2 applies to you, please wait until after classes start for the appropriate semester and then check with ISSS to see if you will need this form or not.

To be Completed by Student

Student's Name _____ KUID# _____
SURNAME/Family Name Given Name
Semester Fall 20____ Spring 20____ (Not necessary for summer)
Signature _____ Date _____

To Be Completed By Academic Dean or Advisor:

Final Semester

1. _____ The student needs less than a full course of study to complete the academic requirements in his or her final term.

Bona Fide Academic Reason

2. _____ I recommend the student above to reduce his or her academic load to less than a full course of study due to an academic reason (described below).

Reason: _____

For the reason checked above, I *recommend* the above-mentioned student be allowed to take a reduced course load for the appropriate semester indicated.

Academic Dean or Advisor's Signature _____ Date _____

Academic Dean or Advisor's Name _____ Phone _____

Medical Reasons

If the student is compelled to reduce or interrupt a full course of study due to an illness or medical condition, the student must present a written statement from a physician requiring or recommending an interruption or reduction in studies for a specific semester.

Approval Signature of ISSS RO/ARO _____ Date _____

Reference: 22 CFR 62.23 (e)