



Office of International Education
Request for a Reduced Course Load

Complete Section A and have your Academic Advisor complete Section B, summarizing the reason for a reduced number of credits. Please bring the completed form to the Office of International Education BEFORE reducing your number of classes.

A. To be completed ENTIRELY by student

Last Name First Middle

Student Birthday (mm/dd/yyyy) SEVIS # N

Local Address City State Zip

Phone () E-mail @vcu.edu

Type of Degree: BS/BA Master Doctorate Credits accumulated to date

B. To be completed ENTIRELY by Academic Advisor

Requests to register for less than full-time should occur rarely in an international student's career. By immigration law, the international student should be full-time during each fall and spring semester - 12 credits for undergraduates, nine credits for graduates.

Semester requested Fall 20 Spring 20 Intended number of credits for registration

- Student is having difficulty with English language or reading requirements.*
Student is unfamiliar with American teaching methods.*
Student has been placed in the improper course level.*
Student needs less than a full course load to COMPLETE the degree program at the end of this semester.
Student has completed formal course work and is preparing for a comprehensive exam. Exam date:
Student has completed formal course work and is engaged in thesis or dissertation research.
Anticipated defense date : (mm/yyyy)
Student has medical reason for requesting less than full-time schedule (attach signed medical excuse).*

*If the student is withdrawing from a course, please list course name and number

I endorse and recommend a reduced course load for this student during the semester requested.

Print Name and Title

Address Telephone

Advisor Signature Date

C. To be completed by the International/Foreign Student Advisor

Approved by International Student Advisor Date