

**Office of International Student and Scholar Services
Manhattan College
Phone: (718) 862-7213**

**REQUEST FOR APPROVAL TO TAKE A REDUCED COURSE LOAD
DUE TO ACADEMIC DIFFICULTY
FOR STUDENTS IN F-1 STATUS**

This form is provided for your convenience. The information requested on this form is needed to comply with the United States Citizenship and Immigration Services (USCIS) regulations. The international student named below is applying for approval to take a reduced course load. **Permission from the Director of International Student and Scholar Services MUST be obtained before the student drops the course(s).** An F-1 student who drops below a full course of study without the **prior** approval of the Director of International Student and Scholar Services will be in violation of federal regulations governing F-1 students and will be considered to be out of status.

A reduced course load for academic reasons must consist of at least six credits, per USCIS regulations. If the request for a reduced course load is approved, the student must resume a full course of study in the next available semester in order to maintain student status, unless he/she is graduating. A student previously authorized to drop below a full course of study due to academic difficulties will **not** be eligible for a second reduced course load authorization due to academic difficulties while pursuing a course of study at that degree level.

Student Completes This Section:

Student Name: _____ Degree Sought: _____ Bachelor's
(please print) _____ Master's

E-Mail: _____ Phone: _____

Field of Study: _____ Completion Date: ____/____/____

Assistant Dean/Advisor/Department Chair Completes This Section:

Semester and Year for this request: Fall 20_____ or Spring 20_____

The student named above is applying for a reduced course load due to (check one **only**):

_____ initial difficulty with English language or reading requirements;

_____ unfamiliarity with U.S. teaching methods

_____ improper course placement (provide course number and name): _____

A reduced course load for academic reasons must consist of at least six credits, per USCIS regulations.

I certify that the student's request to take a reduced course load is due to one of the three reasons listed above.

I provide the following information to support the recommendation: _____

Assistant Dean's/Advisor's/Department Chair's Signature

Name and Title (please print)

Department (please print)

Telephone

____/____/____
Date

For Office Use Only: Student notified by e-mail (date): _____

ISSS Action & Date _____ Initials: _____ Entered in SEVIS (Date & Initials) _____

PLEASE RETURN THIS FORM TO THE OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES, KELLY COMMONS, ROOM 3.02A.