



**OFFICE OF INTERNATIONAL AFFAIRS**  
**Reduced Course Load Request**

**This form is to be completed by F-1 or J-1 students to request approval to enroll less than full time for an academic semester.** Please read this form carefully and complete all sections. Please note that the Office of International Affairs is required to indicate in SEVIS that a student is authorized to enroll less than full time.

**Students must first obtain approval from the Office of International affairs before registering less than full time.** If a student registers less than full time without receiving authorization from the OIA after the drop/add deadline, the Office of International Affairs is required to report this in a student’s SEVIS record. Failure to gain approval for a reduced course load will cause loss of F-1/J-1 status. **Students who are in their graduating semester MUST apply for graduation prior to submitting this form.**

Student Name: \_\_\_\_\_

UL Lafayette ULID: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Full-Time Definition:**

USCIS regulations require F-1 and J-1 international students to enroll and complete the following number of credits each academic semester in order to maintain valid F-1 or J-1 status.

Undergraduate Students	12 credits
Graduate Students	9 credits

**Online Coursework:**

If a student only needs one course to complete their program of study, the course cannot be taken online during the final semester

If a student needs *more* than one course to complete their program of study, only one of the courses can be taken online during the final semester.

***A reduced course load request is not needed for a Summer semester.***

Academic Semester: \_\_\_\_\_ Total credit hours you will register for: \_\_\_\_\_  
*List semester and year*

Reason for requesting a reduced course load: (Please check one)

- Academic Difficulty       Medical Reasons       Completion of course of study  
*(Graduating semester)*

Other (Please list): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form to the OIA located in the Student Union – Room 136 or e-mail to: [ويا@louisiana.edu](mailto:ويا@louisiana.edu)**