

J-1 Reduced Course Load (RCL)

This handout explains the requirements for a J-1 student who would like to drop below full-time enrollment and obtain approval for a Reduced Course Load (RCL). A J-1 student must not drop below full-time enrollment without prior approval from ISS. Without ISS approval to drop below full-time enrollment, a J-1 student will be considered out of legal immigration status.

DHS Authorized Exceptions to the Full Course of Study Requirement

Medical Illness - Complete the J-1 RCL form and submit a written statement from a physician requiring or recommending an interruption or reduction in studies. The letter should also specify the semester involved and whether the medical condition is considered to be ongoing. It may not be possible for a J-1 student with an ongoing medical condition to continue to hold a visa type that requires full-time University attendance.

Application Deadline: A J-1 student must apply and be approved by ISS prior to dropping the course(s).

Minimum Enrollment: None - A J-1 student may register for as few as 0 credit hours, but this is dependent upon the physician letter and RCL form.

Duration: Dependent upon the physician letter and department form.

Bona Fide Academic Reason - Complete the J-1 RCL form.

Application Deadline: A J-1 student must apply and be approved by ISS prior to dropping the course(s).

Minimum Enrollment: A J-1 student must register for a minimum of 6 credit hours. **Duration:**

Dependent upon department form.

Final Term - Complete the J-1 RCL form. If a student is unable to graduate within the semester for which they request a Final Term RCL, they should report to ISS immediately because they may be subject to losing legal immigration status and may require a reinstatement. All students who apply for a Final Term RCL will be blocked from registering for class in future semesters.

Application Deadline: A J-1 student must apply by the 1st day of classes.

Minimum Enrollment: A J-1 student must register for a minimum of 1 credit hour.

Duration: A J-1 student may receive a Final Term RCL during their final academic semester only.

DHS and Texas A&M University Reduced Course Load Rules

It is the responsibility of the student to uphold both Texas A&M University and U.S. Government laws and regulations. Federal regulations require J-1 students to register full-time during both the Fall and Spring semesters. Full-time enrollment is defined as 9 hours for graduate students and 12 hours for undergraduate students at Texas A&M.

J-1 students must register full-time during the summer if it is their 1st semester (including their 1st semester after readmission, a change of status, or entering a new academic program) or if they plan to graduate during the summer session. Full-time enrollment during the summer is defined as 6 hours for graduate students and 8 hours for undergraduate students at Texas A&M. These hours can be taken during the 10-week summer session or the Summer II session for those students planning to graduate during the summer. A student who is eligible and intends to register for the next semester is not required to register during summer unless the department or sponsor requires it.

University full-time enrollment exceptions are described at: <http://admissions.tamu.edu/Registrar/Current/ExcpEnrlMin.aspx>.

Texas A&M policy requires graduate students with assistantships to be registered full-time regardless of the semester. Contact OGS (<http://ogs.tamu.edu/>) if you have any questions about this requirement. Certain scholarships and fellowships also require students to enroll full-time so a RCL could make a student ineligible for these awards.

Sponsored J-1 students must have their RCL request approved by Sponsored Student Programs before submitting the J-1 RCL form.

J-1 students who are approved for any type of RCL will not receive a new DS-2019.

All students will receive an e-mail from ISS when their RCL has been approved.

J-1 Reduced Course Load (RCL) Form

This section must be completed by all J-1 students.

First Name Last Name

UIN Telephone Number

Select one (1) DHS-authorized RCL reason: Medical Condition Bona Fide Academic Reason Final Term

Indicate the course name, number and hours you will take during the RCL semester:

Course Name	Course Number	# of Hours	Course Name	Course Number	# of Hours
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

I understand that if I currently have a graduate assistantship (GA), I must leave this position once the RCL is approved due to OGS regulations governing full-time enrollment and this may impact my health insurance verification. I will contact healthinsurance@tamu.edu with questions. I understand that if I obtain a Final Term RCL and do not finish my program before the end of the semester, I risk losing Academic Training employment, may be required to enroll full-time and pay late fees, and/or may fall out of legal status. I have read the J-1 RCL Handout and understand the rules pertaining to an RCL.

Signature: _____ Date:

This section must be completed by student's academic department.

Do you recommend that the student fall below full-time enrollment? Yes No

Requested RCL Term: Fall Spring Summer Year: Number of enrolled hours during RCL term:

Does this student have an academic reason to enroll during the RCL semester indicated above? Yes No

Set Date of Defense (if applicable): Expected Graduation: Dec May Aug Year:

Explain Medical Condition or Bona Fide Academic Reason (if applicable):

Specific degree requirements remaining (thesis corrections, etc.):

Academic Advisor (Required for both Undergraduate and Graduate Students)

Signature _____ Date

Phone

Department Head or Department Graduate Advisor (Required for Graduate Students only)

Signature _____ Date

E-mail Phone

This section will be completed by an ISS Advisor. Do not write in this section.

ISS Advisor's Signature: _____ Date : _____

“State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.”