

International Studies and Programs

**Reduced Course Load Recommendation Letter for Academic Reason**

To be used by UNO International Students

**Summary of the Regulation:** International students who are in the US in F-1 or J-1 status are **required by law** to pursue a full course of study every semester of the academic year. "Full-time student status" is defined as 12 credit hours for undergraduates and 9 credit hours for graduates. The **United States Citizenship and Immigration Services (USCIS)** limits the reasons for a student to engage in less than full-time enrollment to the ones listed on this form. Failure to comply with this law may result in the student's or scholar's SEVIS record being terminated.

**Steps for the Student:**

**Step 1:** Contact your **academic advisor, department chair, or professor** who may make a recommendation for a reduced course load if appropriate for your situation.

**Step 2:** Contact an **International Student Advisor** who will review the recommendation and decide whether or not to approve your reduced course load.

**Step 3:** After your international student advisor signs the reduced course load form, you may withdraw from the approved class/es. Students with a reduced course load for initial academic difficulty may drop only one class below full-time.

**Name of Student:** \_\_\_\_\_ **NU ID Number:** \_\_\_\_\_

**Academic Term for Academic Reduced Course Load:** \_\_\_\_\_

The reason for this request is *(Please check appropriate box)*:

- The student is having **initial academic difficulties** due to: *(once per academic level: academic level refers to undergraduate, graduate, and doctorate levels)*
- English difficulties,
  - Unfamiliarity with reading requirements,
  - Unfamiliarity with American teaching methods, or
  - Improper course level placement.

*(Note: Authorization for less than full-time for initial academic difficulties is **normally limited to the first or second semester of each academic level**. The student must resume a full course of study the next semester.)*

- The student needs less than a full course load to complete the program in the current academic term. (Student must graduate *this semester*.)
- The student has completed formal course work and is engaged in thesis, dissertation research, or the equivalent. Anticipated date of completion: \_\_\_\_\_. This reduced course load will be used for all future semesters until the anticipated date of completion.
- The graduate student has a teaching or research assistantship.

**I recommend less than full-time enrollment for this student during the semester requested.**

\_\_\_\_\_  
Name of Academic Advisor, Department Chair, or Professor and Title      UNO College      Phone Number

\_\_\_\_\_  
Signature of Academic Advisor, Department Chair, or Professor      Date

**FINAL APPROVAL: For International Studies and Programs use only**

- Approved
- Not Approved
- \_\_\_\_\_  
Signature of International Student Advisor      Date

International Studies and Programs

**Reduced Course Load Recommendation Letter for Medical Reason  
Physician's Statement**

To be used for ILUNO and UNO International Students

**Summary of the Regulation:** International students who are in the US in F-1 or J-1 status are **required by law** to pursue a full course of study every semester of the academic year. `Full-time student status\_ is defined as follows: 12 credit hours for undergraduates, 9 credit hours for graduates, and 21 hours of classes per week for Intensive Language at UNO (ILUNO) students. The **United States Citizenship and Immigration Services (USCIS)** provides guidelines regarding less than full-time enrollment or no enrollment for a medical reason. A recommendation must be given by a **licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist**. A reduced course load or no course load for a medical reason may not be approved for more than 12 months per academic program and must be reviewed for each UNO semester or ILUNO session. Failure to comply with this law may result in the student's or scholar's SEVIS record being terminated.

**Steps for the Student:**

**Step 1:** Contact your **licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist** who may make a recommendation for a reduced course load or no course load if appropriate for your health and medical circumstances.

**Step 2:** Contact an **International Student Advisor** who will review the recommendation and decide whether or not to approve your reduced course load. If you are physically unable to come to the office, you may call or give someone written permission to contact us on your behalf.

**Step 3:** After your international student advisor signs the reduced course load form, you may withdraw from the approved class/es.

Name of Student: \_\_\_\_\_ NU ID Number: \_\_\_\_\_

As a **licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist** who knows the health circumstances of the above student who has been under my care, I recommend that this student be allowed to take \_\_\_\_\_ credit hours (UNO student) or \_\_\_\_\_ class hours (ILUNO student) per week due to a medical reason. I further recommend that this reduced course load for medical reason begin on \_\_\_\_\_ and continue through the end of the current UNO semester or ILUNO 8-week session.

\_\_\_\_\_  
Name of Medical Doctor, Doctor of Osteopathy, or Licensed Clinical Psychologist Hospital or Clinic Name Phone Number

\_\_\_\_\_  
Signature of Medical Doctor, Doctor of Osteopathy, or Licensed Clinical Psychologist Date

**FINAL APPROVAL: For International Studies and Programs use only**

- Approved  
 Not Approved

\_\_\_\_\_  
Signature of International Student Advisor Date