



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOJ1@utdallas.edu

UT Dallas J-1 Reduced Course Load (RCL) Request Due to Academic Reasons

Student Name: UTD ID: Date of Birth:

A. Read the following information.
Submit this completed form to the ISSO prior to dropping classes.
You must maintain enrollment of a minimum of 6 credit hours.
If approved, you will be authorized for reduced enrollment for one semester.
Once you have received the authorization you are eligible to drop classes without affecting your immigration status.
Repeat the process for each affected semester.

B. Student Certification (handwritten signature required).
I verify that the information on this form is true to the best of my knowledge. I am aware that I may need to consult with other campus offices to ensure that reducing enrollment will not affect my status, such as: Residential Life (if residing on campus), academic department, Bursar's Office, or Education Abroad (EducationAbroad@utdallas.edu).
Academic Term/Year for Reduced Enrollment (Ex. Spring 2016)
Student Signature: Date:

C. Academic Certification. To be completed by academic advisor or dean.
Eligibility Requirement:
(3) Bona fide academic reason. If the student is compelled to pursue less than a full course of study for a term and the student presents to the responsible officer a written statement from the academic dean or advisor recommending the student to reduce his or her academic load to less than a full course of study due to an academic reason.
Academic Term:
Degree level:
Degree program:
Number of remaining enrolled hours:
I verify that the above student is having academic difficulties. I endorse and recommend that this student be given permission to register for less than full time for the above-listed semester.
Academic Advisor name (print): Phone:
Academic Advisor signature: Date:

D. Submit your RCL Request to the ISSO Office prior to dropping below full time enrollment.
In person: Submit to the ISSO during office hours. Monday - Thursday, 8 a.m. to 6 p.m. Friday, 8 a.m. to 5 p.m.
By e-mail (additional paper copies are not required): Submit to ISSOJ1@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

E. International Student Advisor Certification (handwritten signature required)
I certify that at the time of the signature, the student above is authorized for reducing enrollment due to academic reason.
Advisor/ARO Signature: Date: