



Office of International
Programs and Services

UNIVERSITY LIFE LIVING • LEARNING • LEADING

J-1 Student Request for Reduced Course Load (RCL) Authorization

Section A:

Family Name _____ Given Name _____

G# _____ Telephone _____ E-Mail Address _____

Local Address _____

Academic Department/Major _____

Degree Level: Undergraduate Master's Doctorate Other

Semester for which you are requesting a reduced course load authorization _____

I acknowledge that I have read the guidelines regarding Reduced Course Load (RCL) eligibility. (These may be found at oips.gmu.edu.) I believe that I meet the requirements and have provided truthful documentation in support of my request. In addition, I understand that I must maintain my immigration status during the current term.

Student's Signature _____ Print Name _____ Date _____

Section B:

J-1 students need to be enrolled full-time as d. Students should not drop any coursework until after obtaining approval by OIPS. Exceptions to the full course of study requirement may be granted in the following circumstances:

Medical Illness or Condition. Call OIPS at (703) 993-2970 to schedule an appointment with the J-1 Responsible Officer and after the appointment, visit the Office of Disability Services.

Final Semester. RCL due to fewer courses needed in final semester. If you are a degree-seeking If you are a degree-seeking student, please follow the Graduation Process steps required on the Office the University Registrar's website. If you are a China 121 student, run a degree evaluation and attach it to this form.

Academic Reason. Please have your Academic Dean or Advisor complete the following section.

Academic Dean or Advisor: Per 22 CFR 62.23(e)(3), the Responsible Officer must receive a written recommendation from the J-1 student's Academic Dean or Advisor if the student is compelled to pursue less than a full course of study for a term due to a bona fide academic reason. Please indicate the reason for the request. If the reason is improper course level placement, the statement must indicate the appropriate course and specify in which semester the student will enroll for that course. Please note: Reduced Course Load for an academic reason can only be granted once per degree program.

Academic Advisor or Dean's Signature _____

Print Name _____ Date _____

If you are a China 121 student or a Global Education Office exchange student, please visit their office to review your request first before returning this form to OIPS.

China 121 or Global Education Office representative: Please sign below to confirm you have reviewed the student's RCL request with their home university and approve:

Signature _____

Print Name _____ Date _____

Responsible Officer or Alternate Responsible Officer Signature _____

Print Name _____ Date _____