SUNY BROOME

Admissions
P.O. Box 1017 • Binghamton, New York 13902
Voice: (607) 778-5001 Fax: (607) 778-5442

REQUEST for REDUCED COURSE LOAD APPROVAL DUE TO COMPLETION OF STUDIES FOR STUDENTS IN F-1 STATUS

The information requested on this form is needed to comply with US Citizenship and Immigration Services (USCIS) regulations for students applying for approval to take a reduced course load (less than 12 credits) because he/she requires less than a full-time course load to graduate in the semester indicated below. Permission from the International Student Counselor MUST be obtained BEFORE you drop a course or withdraw. If you drop below full time with out the PRIOR approval of the International Student Counselor, you will be in violation of federal regulations governing F-1 students and be considered out of status.

A student who registers for less than full-time because he/she intends to graduate in that semester, and then does not graduate, may be considered out of status and risk losing F-1 benefits such as work authorization and optional practical training benefits. You should confirm with your academic advisor that you will indeed graduate this semester before requesting a reduced course load.

STUDENT COMPLETES THIS SECTION:

(Please Print)

Student Name:_____

Email:_____ Phone:_____

Field of Study/Major:_____ Completion date: _____/_____/_____

Student Signature:_____ Today's Date:_____

Note: you must also complete the Registrar's Office's form - "Application for Graduation" – which states your intent to graduate.

ACADEMIC ADVISOR/CHAIR/DEAN COMPLETES THIS SECTION:

Semester & Year for this request: Fall 20____ or Spring 20____

The student named above is applying for a reduced course load (less than 12 credits) due to completion of studies. I verify that the student named above is expected to meet all degree requirements upon successful completion of enrolled courses at the conclusion of the semester indicated above.

_____ _____

Advisor's Signature Advisor's Name (Printed)

_____ _____ _____

Department Extension Date

For Office Use:

ISC Action & Date:_____ Entered into SEVIS (Date & Initials):_____

Notes:_____

_____