

## FINAL SEMESTER REDUCED COURSE LOAD REQUEST

Student's Name: \_\_\_\_\_

UB Person Number: \_\_\_\_\_

Major: \_\_\_\_\_

Degree Program Level: \_\_\_\_\_

### TO ACADEMIC ADVISOR:

U.S. immigration regulations allow F-1 international students to reduce their course load below full-time (ie. at least one credit, but fewer than 12 credits) if the student is in the final semester of his/her degree program and needs fewer than 12 credits to graduate. A Final Semester Reduced Course Load can be **used only one time per degree level.** To ensure that the student's request does not impact his/her immigration status in unexpected and unwanted ways, we ask you to confirm that the student will be eligible to graduate at the end of this semester.

The above-named student has requested a Final Semester Reduced Course Load for the \_\_\_\_\_ (FALL / SPRING / SUMMER / WINTER) semester, \_\_\_\_\_ (YEAR).

How many credits does this student have remaining to complete their degree program? \_\_\_\_\_

Graduate students with Assistantships (TAs, RAs, GAs) are not eligible for a Reduced Course Load. UB policy requires 9 credits of registration or Full-time Certification to be eligible for TA, RA or GA appointments. Please consult with the Graduate School in 408 Capen if you have questions about this requirement.

**I certify that the abovementioned student will be eligible to graduate at the end of the current semester if they complete the number of credits indicated above.**

\_\_\_\_\_  
Advisor's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

### TO THE STUDENT:

Immigration regulations allow you to reduce your course load below full-time during your final semester. **Your application for a Final Semester Reduced Course Load must be approved by ISS before the end of the Add/Drop period OR before you drop/resign below full-time (if the add/drop period has already ended).** It is your responsibility to submit this form to ISS before these deadlines. If you do not receive approval from ISS and you drop/resign below full-time, you will violate your immigration status.

#### International Student Services

Talbert Hall 210, Buffalo, NY 14260-1604  
716.645.2258 (F) 716.645.6197  
iss@buffalo.edu

[buffalo.edu/international-student-and-scholar-services](http://buffalo.edu/international-student-and-scholar-services)

You must enroll in at least one credit at UB during your final semester and you MAY NOT take ONLY distance education courses during your final semester.

**Important: The Program End Date on your I-20 will be shortened (if necessary) to reflect the fact that you will graduate at the end of the current semester.**

By signing below, you confirm that you understand all of the information contained in this document as well as the Final Semester Reduced Course Load information on the ISS website.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date signed

**Follow the directions below to submit the completed form to ISSS:**

1. Log in to myISSS: <http://ubisss.buffalo.edu>. Click on the blue "LOGIN" button, and enter your UBIT Name and Password. Note: Do NOT click on "Administrative Services for University Departments".
2. Click on "F-1 Student Services" and then "Request for a Final Semester Reduced Course Load". Complete the entire E-form and upload a copy of this form (pages 1 and 2; saved as a PDF or JPEG). Both the student and the academic advisor must sign the form.

**REMEMBER: Do not drop or resign below full-time until ISS approves the Reduced Course Load request. ISS will make a decision on the request (approve or deny), and will notify the student of our decision via email within 5-7 business days of submission.**

**Once approved by ISS, this Reduced Course Load cannot be canceled.**