



## 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 their 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 their 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

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 UB Global: <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.**