



# International Relations & Brennan Center

## Reduced Course Load (RCL) Request Form

**Information:** F-1 students are required to enroll full-time each semester, with limited exceptions. A reduced course load (RCL) is permission to be registered below full-time during a semester if you qualify for one of the exceptions.

**Instructions:** Please complete this form to the best of your ability. For any questions, refer to the Contact Information at the bottom of the form. **Completed request forms must be emailed to [international@niagara.edu](mailto:international@niagara.edu)**

### I. Student Information

Surname/Family Name: \_\_\_\_\_ Legal Given Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)

NU ID: \_\_\_\_\_ SEVIS ID: N\_\_\_\_\_

### II. Reduced Course Load Information

Kindly select the reason for your RCL Request and briefly explain

- F-1 Canadian Commuter
- Academic Reason (Must be documented by your Dean's Office)

\_\_\_\_\_  
\_\_\_\_\_

#### ACADEMIC INFORMATION

Academic Advisor / Dean's Name: \_\_\_\_\_

Academic Advisor / Dean's Email: \_\_\_\_\_

Academic Advisor / Dean's Phone: \_\_\_\_\_

- Medical Reason (Must be documented by a physician)

\_\_\_\_\_  
\_\_\_\_\_

***You will need to upload documentation from a medical doctor, doctor of osteopathy, or a licensed clinical psychologist recommending a MLOA due to illness or medical condition. The letter must also specify the time period recommended for the reduced enrollment \****



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## IV. Student Acknowledgment

By submitting this form I certify that I understand that I am required to be enrolled full-time until this request is approved, and if denied I will need to maintain full-time enrollment. Furthermore, Niagara University is legally required to enforce U.S. Government policies and procedures concerning immigration and SEVIS. I acknowledge that the above requests may impact my immigration status and understand that maintaining compliance is my responsibility. I am fully aware of the consequences of non-compliance and accept responsibility for any changes to my status resulting from these requests to my SEVIS record.

\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information for International Relations & Brennan Center	
Sarina M. Beccari, PDSO Assistant Director of International Student Services Email: <a href="mailto:sbeccari@niagara.edu">sbeccari@niagara.edu</a>	Erin Plantone, DSO Assistant Director of International Student Services Email: <a href="mailto:erinclark@niagara.edu">erinclark@niagara.edu</a>