



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

INTERNATIONAL STUDENT SERVICES OFFICE
300 JAY STREET, BROOKLYN, NY 11201-2983
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Reduced Course Load for F1 & J1 Students

International students who hold F1 or J1 visas are required to be enrolled full-time (12 credits per semester) each fall and spring semester during the course of their studies at the college. Summer enrollment is not required by US federal government regulations for F-1 and J-1 holders.

However, there are some academic and medical reasons for reducing your course load as listed below. If you intend on reducing your course load, you must complete the following and have your Academic Advisor or a medical professional complete this form.

***You must receive prior permission from the Office of International Student Services to reduce your course load.**
Do not enroll for less than a full course load or drop below 12 credits without prior approval.
Permission to reduce your course load is valid for the semester for which you indicate on the application submitted.

Section 1: To be completed by the student

Name: _____ NYCCT Student ID#: _____

Email: _____ Daytime Phone: _____

Visa Type: F-1 J-1 Degree Level: Associates Bachelors

Major: _____ Expected degree completion date: _____

Semester for which a reduced course load is requested: _____
Semester/Year

Please indicate the reason you are requesting a reduced course load:


Academic Difficulty

- Initial difficulty with the English language or reading requirements
- Unfamiliarity with US teaching methods
- Improper course level placement

- You must enroll for a minimum of 6 credits.
- You may receive permission to reduce your credit load due to Academic Difficulty only once during your current degree level.


Final Semester of Study


- Undergraduate student completing program of study at the end of the current term

 You must be enrolled for at least the number of credits needed to complete your degree. Your I-20 will be made to reflect an end date for the current term.

Medical Condition


Temporary illness or medical condition

 You must attach a signed letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The letter must substantiate the illness or medical condition.

 You may only receive this permission for a maximum of 12 month during your current degree level.

Sequencing of Course Work

Student is currently taking all of the courses that he/she is authorized to take as a result of the sequencing of coursework required for the program.

 You must be registered for at least 12 credit hours.

Section 2: To be completed by departmental Academic Advisor of Medical Professional

Academic Advisor

or

Medical Professional

I hereby certify the reason given for the request to approve a reduced course load is correct.

Name: _____ Title: _____

E-mail : _____ Phone : _____

Comments: _____

Signature: _____

Section 3: To be completed by the student

Signature: _____