

## Reduced Hours Form (RHF)

**Please Print Clearly!!!!**

\_\_\_\_\_ E ID# \_\_\_\_\_  
Student First Name Last (family) Name  
Term Reduced Hours Requested: \_\_\_\_\_@emich.edu Date: \_\_\_\_\_  
Fall Winter SP/SU 201\_\_ E-mail Address

Dear Professor, Advisor, or Medical Professional,

This student is requesting permission to be enrolled less than full time. The Department of Homeland Security (DHS) requires students in F-1 and J-1 (student category) visa status to maintain a full course of study (8 credit hours for graduate and 12 for undergraduates) during the fall and winter terms. However, DHS recognizes that a reduced load is sometimes justified (eventually subject to their audit) for the three reasons indicated below.

**OIS requests your assistance** in justifying a reduced academic course load. Please check the most appropriate reason below as to why you recommend the student indicated above not be enrolled full time in the specified term. Please have the student return this document to our office. This form must be

*Thank you for your time, The OIS staff*

1. \_\_\_\_\_ **Academic Difficulties** (MUST be registered for at least 50% of full-time) **Registered Hours = \_\_\_\_\_**

*Academic Difficulties can be used only ONCE during your current degree program.*

- a. \_\_\_\_\_ English language
- b. \_\_\_\_\_ unfamiliarity with teaching/reading requirements
- c. \_\_\_\_\_ improper course placement (i.e. to include insufficient offering of required courses)

2. \_\_\_\_\_ **Medical Reasons** (requires documentation by a medical professional on **official stationary**)

*Have you had Medical Reduced hours previously? No \_\_\_ Yes \_\_\_ if so, what Terms \_\_\_\_\_*

If you are visiting EMU Counseling Services, please inform them at the onset that you want a letter for a reduced course load.

3. \_\_\_\_\_ **Last Term of Study**—having less than the minimum required credit hours needed to complete your program of study. **OIS will shorten your I-20 end date, if appropriate, & issue a new I-20.**

**Important:** If you only need one course to finish your program of study, the course cannot be taken online; nor can you have out-of-state CPT, unless it is a degree-required practicum as stated on your program of study.

\_\_\_\_\_  
Academic Advisor Signature  
Date: \_\_\_\_\_ Email address: \_\_\_\_\_@\_\_\_\_\_

I, the student, understand this form **does NOT automatically drop the class**. I must still drop the class officially with Records & Registration; I understand *I may not be entitled to any refund of tuition paid*.

\_\_\_\_\_  
Student Signature Date