

BCC Student ID#: _____



International Student Center, 400 Paramus Rd, Paramus, NJ 07652-1595
Phone: +1 (201) 689-7601 / Fax: +1 (201) 251-0353 / www.bergen.edu/isc

F-1 Student Reduced Course Load Form

Last Name: _____ First Name: _____

E-mail (that you check often): _____

Semester: _____

F-1 visa holders are required by United States Citizenship and Immigration Services (USCIS) to maintain full-time student status (12 credit hours) in both the Fall and Spring semesters. However, USCIS recognizes situations in which students may enroll for fewer credits than normally required. In order to authorize an F-1 student for less than a full course load in the Student and Exchange Visitor Information System (SEVIS), requests for reduced course loads must first be discussed with an International Student Counselor. If approved, the student should maintain a copy of this form, and a copy will be placed in his/her immigration file. Students who select the fourth option should provide this form and a copy of their BCC registration to the school that they have concurrently registered at for the above named semester. It is always the student's responsibility to maintain his or her own F-1 status.

Students must complete this form with an International Student Counselor PRIOR to dropping below (or registering for less than) 12 credits. Failure to do so will result in loss of F-1 status. This form is valid for ONE semester only.

_____ This student has a **medical condition**, which precludes him/her from carrying a full course load. **(Please submit the Medical Reduced Course Load/Medical Leave Request)**

_____ This student has **valid academic reasons** (student's written explanation and supporting documentation **must be attached.**)

_____ This student needs less than a full credit load **to complete his/her program of study.** **(Please attach program evaluation to this form, to be printed off from student's WebAdvisor)**

_____ This student is **concurrently enrolled** at _____ and is carrying _____ hours of credit there and _____ hours of credit at Bergen Community College. **(Proof of concurrent enrollment is REQUIRED.)**

I have read this form and I understand the F-1 regulations associated with carrying less than a full course load.

(Student's Signature)

(Date)

(International Student Counselor's Signature)

(Date)