

REDUCED COURSELOAD CERTIFICATION (RCL) for F-1 OR J-1

(DATE STAMP)

FIRST NAME: _____ LAST NAME: _____ UID#: _____ TERM applying for RCL: _____

<input type="checkbox"/>	<p>FINAL TERM- This is the student's final term and they only need to enroll for ____ credit hours to fulfill their academic requirements for program completion. [8CFR214.2(f)(6)(i)(A or B)] ⇒ Have Academic Advisor certify this below.</p>
<input type="checkbox"/>	<p>Graduate Student finished with all required coursework except (mark one): ___ Thesis, ___ Dissertation, or ___ approved Incomplete course.</p> <ul style="list-style-type: none"> • Thesis/dissertation. Student is required to register for (enter #) _____ credit hours each term until the thesis defense date which is anticipated (month/year) ____/____. [8CFR214.2(f)(6)(i)(A)] • Zero (0) credit hour- UCIE Continued Registration [ITL 789] is only used when not required to register for departmental thesis/dissertation hours or if the student only has approved Incomplete coursework. ⇒ Submit a Registration slip with ITL 789 and an updated Program of Study. ⇒ IMPORTANT- Insurance and int'l student fees will be assessed on your billing statement. <ul style="list-style-type: none"> ▪ Incomplete course. ⇒ Student must also turn in an INCOMPLETE Class Agreement from the faculty advisor. <p>⇒ Have Academic (or faculty thesis) Adviser certify this below.</p>
<input type="checkbox"/>	<p>Concurrently enrolled at WSU and another USCIS-approved school for a total academic load equaling full-time study. [8CFR214.2(f)(6)(i)(A)]</p> <ul style="list-style-type: none"> • Student must be enrolled in at least one academic class at WSU. <p>⇒ Student must attach proof of enrollment at other school (registration statement showing total credit hours).</p>
<input type="checkbox"/>	<p>REQUEST TO DROP A CLASS- resulting in LESS THAN FULL-TIME enrollment. ⇒ Specify <u>class/section</u> to be dropped: _____ ⇒ Mark the reason below:</p> <p>_____ <u>Initial English language difficulties</u> or difficulty with reading requirements. Must be student's first academic term. [8CFR214.2(f)(6)(iii)]</p> <p>_____ <u>Unfamiliarity with U.S. teaching methods.</u> Must be student's first academic term. [8CFR214.2(f)(6)(iii)]</p> <p>_____ <u>Improper course level placement.</u> [8CFR214.2(f)(6)(iii)]</p> <p>_____ <u>Imminent Failure.</u> Student has attended class, completed assignments and taken exams but has been advised to drop a course to avoid imminent failure. [Mashi v INS (585 F2nd 1309 5th Cir. 1978)] ⇒ IMPORTANT- If this drop results in LESS THAN FULL TIME enrollment, you will be out of status and must seek reinstatement.</p> <p>⇒ Have Instructor or Advisor certify this below.</p> <p>ATTN SPONSORED STUDENTS. If the drop date has already passed student will be billed for dropped class/must pay sponsor back</p>

<input type="checkbox"/>	<p>Illness [8CFR214.2(f)(5)(iv)].</p> <p>⇒ Submit written statement from US medical professional describing illness and amount of time needed for recovery before student can resume full-time attendance/enrollment.</p>				
<input type="checkbox"/>	<p>Authorized vacation period INSIDE United States (for Fall or Spring semester) [8CFR214.2(f)(5)(iii)].</p> <ul style="list-style-type: none"> ➤ Student must have been enrolled full-time for the past 2 semesters, including summer. ➤ Student must intend to enroll full-time for the next academic term following the vacation period. 				
<input type="checkbox"/>	<p>Authorized "leave of absence" OUTSIDE of the United States. PLEASE NOTE: SEVIS record will be terminated for "Authorized Early Withdrawal". Student must contact Kim Brumbaugh within 30 days of return with copy of return ticket for a data fix to be requested to return student status to Active and to be admissible to the US.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">DATE LEAVING the United States:</td> <td style="padding: 5px;">⇒ Student must attach travel itinerary.</td> </tr> <tr> <td style="padding: 5px;">DATE RETURNING to the United States:</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Students MUST LEAVE by <u>the last day of open registration</u> for the term they are on a leave of absence and MUST RETURN <u>no earlier than 30 days before the next term.</u> • For Spring semester requests, if the student is <u>NOT going to register for at least one Summer semester class</u>, they MUST RETURN <u>no earlier than 30 days before Fall semester</u> AND ensure that they will <u>not be out of the country more than 5 months.</u> </td> </tr> </table> <p>⇒ Graduate assistantship students must attach documentation from academic department that the absence is approved by the department and what (if any) assistantship currently received will be continued when they return for studies.</p> <ul style="list-style-type: none"> ➤ Students must enroll for classes the semester following their leave of absence. ➤ Upon return the student must show proof with passport entry stamp (I-94) of the absence. 	DATE LEAVING the United States:	⇒ Student must attach travel itinerary.	DATE RETURNING to the United States:	<ul style="list-style-type: none"> • Students MUST LEAVE by <u>the last day of open registration</u> for the term they are on a leave of absence and MUST RETURN <u>no earlier than 30 days before the next term.</u> • For Spring semester requests, if the student is <u>NOT going to register for at least one Summer semester class</u>, they MUST RETURN <u>no earlier than 30 days before Fall semester</u> AND ensure that they will <u>not be out of the country more than 5 months.</u>
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FOR ALL REQUESTS WHERE STUDENT WILL NOT BE ENROLLED FOR CLASSES:

- Submit updated PROGRAM OF STUDY.
- IMPORTANT- Submit PROOF of INSURANCE. To prevent a lapse in insurance coverage, student must purchase health insurance with the required minimum coverage for the duration of the leave of absence. (see back)

⇒ Initial HERE if you are a sponsored student to request your health insurance waiver:

⇒ **Student sign below to acknowledge agreement.**

<input type="checkbox"/>	<p>Authorized Early Withdrawal - By signing this form I acknowledge that I am responsible for any university fees already assessed and bills not paid as well as dropping any current classes. I understand that I must leave the United States IMMEDIATELY and that my student visa status and SEVIS record will be terminated for "Authorized Early Withdrawal." ⇒ Student sign below to acknowledge agreement.</p>
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STUDENT: By signing below, you agree to the RCL requirements and maintaining you lawful nonimmigrant status for the term requested for RCL.

STUDENT SIGNATURE	DATE	INSTRUCTOR/ADVISOR SIGNATURE	DATE	PRINT NAME & TITLE (stamp)

LEAVE OF ABSENCE- HEALTH INSURANCE REQUIREMENTS

- Students applying for a semester Leave of Absence must submit a receipt showing proof of medical coverage during the term that they will not be enrolled in classes.

International students and exchange visitors are required by US Immigration regulations to maintain adequate and continuous health and accident insurance for themselves and any accompanying spouse and/or dependent(s). Wright State student health insurance meets these requirements, but because the student is not registered for classes during a Leave of Absence, WSU insurance is not available. Below are links to insurance plans that may provide adequate coverage.

The minimum insurance coverage requirements are:

- \$50,000 medical benefits per accident or illness.
- \$10,000 medical evacuation to home country.
- \$7,500 repatriation of remains.
- \$500 ceiling on deductible per illness or accident.

Health insurance web links for information on international and exchange scholar insurance programs:

www.isoa.org

www.hginsurance.com – select “Medical Insurance for Study Abroad Participants and Persons Living or Outside Their Home Country,” then “HealthCare Global.”

<http://www.zinternationalstudent.com/>

<http://www.nriol.com/insurance/exchange-visitor-insurance-overview.html>

www.culturalinsurance.com

www.hthadvisors.com

www.internationalsos.com

NOTE: Students are only eligible for outside insurance during an approved Leave of Absence because Wright State University student insurance is not available. Once the student has enrolled, student must purchase the WSU insurance.