REQUEST FOR APPROVAL OF A REDUCED COURSE LOAD
DURING THE FINAL SEMESTER

Student’s Name: ________________________________

UB Person Number: ________________________________

Major: ________________________________

Degree Program Level: ________________________________

TO ACADEMIC ADVISOR: The above-named student has requested a Final Semester Reduced Course Load for the ____________ (FALL / SPRING) semester. U.S. immigration regulations allow F-1 international students to reduce their course load below full-time (i.e. at least one credit, but fewer than 12 credits) if the student is in the final semester of his/her degree program and needs fewer than 12 credits to complete the program.

To ensure that the student’s request does not impact his/her immigration status in unexpected and unwanted ways, we ask you to confirm that the student will be eligible to graduate at the end of this semester.

With his/her signature below, the Academic Advisor certifies that the student will be eligible to graduate at the end of the current semester.

____________________________________  __________________________
Advisor’s Name                                     Phone Number

____________________________________  __________________________
Signature                                     Date signed

TO THE STUDENT: I understand that immigration regulations allow me to reduce my course load below full-time during my final semester. I also understand that I must enroll in at least one credit at UB during my final semester and that I MAY NOT take ONLY distance education courses during my final semester. I understand that my I-20 will be updated to reflect the fact that I will graduate at the end of the current semester. Last, I confirm that this will be my final semester.

____________________________________  __________________________
Student’s Signature                                     Date signed
Follow the directions below to submit the completed form to ISSS:

1. Login to the myISSS Student Portal: [http://ubisss.buffalo.edu](http://ubisss.buffalo.edu). Click on the blue “LOGIN” button on the left side of the screen and enter your UBIT Name and Password. **Note:** Do NOT click on “Administrative Services for University Departments”.

2. Click on “F-1 Student Services” and then “Request for a Final Semester Reduced Course Load”. You must complete the entire E-form and upload a copy of this form. Be sure that both you and your academic advisor have signed the form before you submit it. **Note:** Only documents saved as a PDF or JPEG are acceptable.