Directions for ISSS Online Request Forms:

- Visit the ISSS webpage related to your request to access the form or access all available ISSS Forms [on the forms dashboard](#).

- If you are logged in to Office 365 the form will open directly. If you are not logged in, you will need to use your StarID and password to access the forms. [Directions for logging into Office 365](#)

- Consult with the Center for International Studies and your academic advisor as needed to ensure you have all information necessary to accurately complete your request online. Refer to the appropriate ISSS webpages for additional information related to your request

- Please contact the Center for International Studies for additional assistance by emailing international@stcloudstate.edu. For specific questions regarding your submitted requests, please e-mail isss@stcloustate.edu.

Once a form is completed and submitted, allow time for your academic advisor and ISSS to review your request. You may [log back into this system](#) as needed to check the status of your form(s) in the My Outstanding Requests block in the upper left corner. If a form is sent back to you for additional information or corrections, you will receive an e-mail, or you may log back into the system to view it on your "Task List". Once the form reaches an international student advisor (DSO), allow an estimated 5-7 business days for processing. Processing times may be longer during peak times of the semester. An email notifying you of the decision will be sent to your St. Cloud State email, any new I-20s issued will be attached. This form and any attached documents will be archived in your student record. Completed forms will show in the "My Submitted Forms" block.

Process Overview:

1. This form may be used to submit a Reduced Course Load request for the following reasons:
   - Illness or Medical Conditions
     - You will be required to upload a written statement from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending a reduced course load on official letterhead and include the following details:
       - Full name of the student
       - Description of the student's illness or medical condition and how it interferes with the student's studies.
       - Recommendation that the student takes a reduced course load or no courses at all.
       - The specific term for which a reduced course load is recommended.
       - Original signature and date
       - Practice address and phone number.
   - Academic Difficulties
     - You must be in your first semester in the U.S. and experiencing academic difficulties due to one of the following reasons:
       - Initial difficulties with the English language.

- Initial difficulties with reading requirements.
- Unfamiliarity with U.S. teaching methods.
- Improper course level placement.
    - The academic advisor will be required to select the academic difficulty reason, provide a written statement describing the circumstances, and confirm the course(s) to be dropped/withdrawn.
    - If authorized, you must remain enrolled part-time (half the required full-time enrollment).
  - Completion of Course of Study
    - You must be in the final semester of your program and the total remaining required credits for program completion are below the full-time enrollment requirement.
    - You must be registered for your remaining courses prior to form submission. Minimum enrollment is at least one credit. Your academic advisor will be required to confirm the term of your request is your final term and that you are enrolled in the remaining course(s) for degree completion.
    - If also participating in [Curricular Practical Training (CPT)](#), you have the option to include an RCL for completion of course of study within the CPT request form. If you have done that, an additional RCL request is not needed.

2. Once the form is submitted, the review process will begin. For Reduced Course Load (RCL), this includes review and recommendations by the following people/groups before the final review and approval by an international student advisor (DSO). An e-mail update is sent to the student at each stage of review.
   - Academic advisor selected in the form (options 2-3)
   - International Student & Scholar Services (ISSS) reviewers (options 1-2)

3. If a reviewer indicates that the form requires further discussion, information, or correction, the form is sent back to the student to make the necessary changes and re-submit the current request form. The student will be notified by e-mail. A new form should not be submitted. After re-submission, the request will return to the reviewer who required the correction.

4. Once all of the recommendations are complete, the request will go to an International Student Advisor (DSO) for final review and approval. Once a final decision is made by an International Student Advisor (DSO), the student will receive an e-mail regarding the final decision. If approved, an I-20 with RCL authorization will be attached to the e-mail.

5. If you would like to cancel your request, you may do so up until your form is submitted to an International Student Advisor (DSO) for final review & approval. You may cancel by opening your request form. Scroll to the bottom of the form, click cancel request, then confirm your cancellation. If you would like to cancel request while it is at the International Student Advisor (DSO) step, please e-mail isss@stcloudstate.edu. Include your student ID#, request type (RCL), and any other details you'd like to include.

Step-by-Step Instructions to Request a Reduced Course Load (RCL):

STEP 1 – Access the Request Form

Visit our webpage for Reduced Course Load (RCL). Review the information, eligibility requirements, and request details. We highly recommend discussing your plan to under-enroll with your academic advisor and registering for any related course(s) before you begin the request process. You must meet any minimum enrollment requirements for your RCL option.

You may access the request form on the RCL webpage or visit forms.stcloudstate.edu. The form will be under "Forms I can Submit" on the top right.

Note: To access the form, you will need to log-in with your SCSU e-mail login (starID@go.minnstate.edu) & StarID Password.

STEP 2 – Review Your Information

The form window will open, and you may begin to complete the request form. Review your information in the top section of the form to make sure it is correct.

Data within this section is automatically populated from the student record system. If your information is incorrect, please close the form and update your information accordingly. You may then re-open the form and continue with your request.

Changes to address or phone numbers need to be made through e-Services within 10 days of the change.

STEP 3 – Semester & Academic Information

Reduced Course Load (RCL) Authorization

You may use this form to submit a request for a Reduced Course Load (RCL) authorization. This is a type of authorization that allows a student to be enrolled in less than full-time credits but to be considered full-time to maintain their student status, in certain qualifying circumstances. RCL authorizations result in an updated I-20, with the authorization stated on page 2. **Please select the appropriate reason you are requesting a reduced course load and complete the form.**

For more information and eligibility requirements, please visit our Reduced Course Load (RCL) webpage. Also, Enrollment Requirements provides information regarding full-time enrollment requirements for F-1/J-1 international students.

For what semester are you submitting this request?

[select term] ▼

Expected Term of Graduation

[select term] ▼

Academic Program

Please select the academic program specific to this request.

[select program] ▼

Academic Advisor

Please select the academic advisor specific to this request.

[select advisor] ▼

INTERNAL ONLY:
Academic Advisor ID:

starid@minnstate.edu

Select the following information related to your request:

- Semester for which you are submitting the request
- Expected term of graduation – if this is the same term of your request, you will be required to complete an RCL for completion of course of study.
- Academic program
- Academic advisor
  - The academic advisor's e-mail will automatically populate.

Course(s) you intend to drop/withdraw

Please select the courses you intend to drop/withdraw from your course registration. Please visit the Reduced Course Load (RCL) webpage for registration requirements specific to your RCL request.

Note: If approved, an international student advisor (DSO) will assist you with dropping the courses listed before the withdrawal deadline. If you are withdrawing from a course after the withdrawal deadline, you must review and complete any Registration Petition documents as required by the Office of Records and Registration.

☐ None - no change to current course schedule

If you are registered for courses in the requested term, your course registration will appear. If you intend to drop/withdraw any of the courses, please select those you intend to drop/withdraw from the list. If you do not wish to drop/withdraw from any courses, select "None – no change to current course schedule". You must meet any minimum enrollment requirements for your RCL request.

STEP 4 – Select the Qualifying Reason for Your RCL Request

Read and follow the instructions to complete the details required for your request. You may only select one option.

Option 1: Illness or Medical Condition

Please select the qualifying reason for your Reduced Course Load (RCL) request:

✓ Option 1: Illness or Medical Condition

A student may request an RCL for illness or medical reasons if an illness or medical condition interferes with their studies and the student has consequently been recommended to drop/withdraw from one or more courses, resulting in less than full-time enrollment. Medical documentation is required. Students may not accumulate more than 12 months (365 days total) of reduced course load permission for illness or medical condition per program level. If approved, this type of RCL authorization does not require an enrollment minimum.

Medical Documentation

Please upload medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending a reduced course load. The medical documentation must be on official letterhead and include the following:
- Full name of the student.
- Description of the student's illness or medical condition and how it interferes with the student's studies.
- Recommendation that the student takes a reduced course load or no courses at all.
- The specific term for which a reduced course load is recommended.
- Original signature and date.
- Practice address and phone number.

Upload Medical Document

☐ I confirm that I have reviewed the information and eligibility requirements, and that I am eligible for a Reduced Course Load authorization based on illness or medical condition.

Select option 1 if you are requesting an RCL for Illness or Medical Condition for the requested semester.

Upload the required medical documentation from a licensed medical professional with the listed details.

Complete the checkbox for the acknowledgment statement.

Option 2: Academic Difficulties

✓ Option 2: Academic Difficulties

A student may request an RCL if they are experiencing one of the academic difficulties listed below and has consequently been recommended to drop/withdraw from one or more courses. The student must remain enrolled part-time at St. Cloud State University for the remainder of the semester. **This type of reduced course load may be approved only once and in the first semester the student is in the United States.**

The selected academic advisor for this request will be asked to provide a written statement describing the academic difficulties and confirm the course/s to be dropped/withdrawn. Acceptable academic difficulties include:
- Initial difficulties with the English language.
- Initial difficulties with reading requirements.
- Unfamiliarity with U.S. teaching methods.
- Improper course level placement made by instructor or advisor

☐ This is my first semester in the United States.

☐ I confirm that I have reviewed the information and eligibility requirements, and that I am eligible for a Reduced Course Load authorization based on academic difficulties.

Select option 2 for Concurrent Enrollment if you are experiencing academic difficulties within your first semester in the U.S. for one of the qualifying reasons. You must remain enrolled at least part-time (half of the full-time enrollment requirement).

Complete the verification checkbox for "This is my first semester in the United States".

Complete the checkbox for the acknowledgment statement.

Option 3: Completion of Course of Study

This option will be presented and required if the term of your request and expected graduation term are the same.

Option 3: Completion of Course of Study

Students who are in their final term of their academic program and will be enrolled less than full time to complete graduation requirements may request a Reduced Course Load for completion of course of study. The student must remain enrolled in at least 1 credit at St. Cloud State University for the semester. This type of reduced course load may be approved only once during the student's academic program.

☐ I confirm that I have reviewed the information and eligibility requirements, and that I am eligible for a Reduced Course Load authorization based on completion of course of study in the requested term.

Select option 3 if you are in your final semester and the total remaining required credits for program completion are less than full-time enrollment. You must be enrolled in your remaining courses for this request. If approved, you must be enrolled in at least one credit minimum.

STEP 5 – Comments or Additional Information

Comments or Additional Information
If needed/desired, please provide any additional information pertaining to this request.

Add any comments or additional information in this space that you would like to provide to those reviewing or processing your request. This includes academic advisor, ISSS review, or an international student advisor (DSO).

STEP 6 – Student Acknowledgement

Student Acknowledgment

☐ I hereby understand that I must receive prior authorization for reduced course load and that it must be relevant to the current academic term.

☐ I confirm that my personal contact information, including email, local & permanent address, and phone number above is correct. If not, this must be updated in e-Services prior to completing this form.

☐ I certify that the information provided in this request is complete and true, to the best of my knowledge.

Read the acknowledgement statements and complete the checkboxes.

STEP 7 – Submit the Form

After submitting this request, please allow time for your academic advisor to review your request. Once the form reaches the Center for International Studies, please allow an estimated 5-7 business days for your request to be processed. Processing time may be longer during peak times. An email notifying you of the decision will be sent to your St. Cloud State e-mail. This form will be archived in your student record and you can log back in to this system as needed to view the status of your request.

Please contact the Center for International Studies for additional assistance at: international@stcloudstate.edu.

✓ Submit   ✗ Cancel Changes

Click "Submit" to complete your form. This will start the review process. Upon submission, you will see a confirmation message on the screen. You will receive a confirmation e-mail to your St. Cloud State University e-mail address confirming your submission with additional information to guide you through the review and approval process. You will continue to receive e-mails as we update the status of your request.

Congratulations! You've completed your request.

If you need general assistance, please reach out to our office by e-mail at international@stcloudstate.edu or call 320-308-4287.

For specific questions/concerns once your request is submitted, please reach out to International Student & Scholar Services by e-mail at isss@stcloudstate.edu.