

IMPORTANT MESSAGE FOR ALL INTERNATIONAL STUDENTS IN F-1 STATUS



Please remember that if you want to take **LESS THAN 12 CREDIT HOURS** (“full-time course load”) for any quarter, you must first come to International Programs to get prior approval from an advisor.

If you are eligible, the advisor will ask you to fill out a “yellow form,” also known as the **Reduced Course Load (RCL) Form**. RCL forms MUST be completed for any quarter, including vacation quarters.

Please click here to access a sample RCL form

<http://www.international.shoreline.edu/pdfs/RCLSample.pdf>. (This sample is for your review only. You need to see an International Programs advisor to be given an official RCL form.)

Each quarter, schools in the U.S. are required to register all international students in the SEVIS (immigration) F-1 database. By doing this, we are certifying that a student is a full-time student (or has permission to take less than a full-time course load).

If you do not have permission from an international student advisor to take fewer than 12 credits, we CANNOT register you in SEVIS – which may negatively impact your immigration status!

You can visit with an advisor during walk-in times to request and complete a Reduced Course Load form.

Thank you for your attention to this important matter!