

## Reduced Course Load for F-1 Students: Medical Reason

Immigration regulations require international students to register full-time every quarter, with some exceptions. Students can request special permission for part-time study or a quarter off if recommended by a medical professional.

### Medical Professional Requirements:

- According to the regulations, only a licensed medical doctor (MD), a doctor of osteopathy (DO) or Licensed Clinical Psychologist can recommend the reduction in studies.
- If your health provider has another title, like RNP, NP, PA, etc., ask for a second signature.
- If you are seeing a practitioner in another country, please verify their credentials are equivalent to MD, DO, or licensed clinical psychologist.

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### TO BE COMPLETED BY THE STUDENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ SEVIS ID Number: N \_\_\_\_\_

Which quarter are you requesting the Medical RCL (circle one): Autumn / Winter / Spring Year: \_\_\_\_\_

Because of my medical condition, I plan to take (circle one): zero credits / part-time credits

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### TO BE COMPLETED BY THE MEDICAL PROFESSIONAL

1. I am a (check one):
  - Medical Doctor
  - Doctor of Osteopathy (DO)
  - Licensed Clinical Psychologist
2. I support the student's request to reduce their course load due to medical reasons (circle one): Yes / No
3. Sign and date below:

\_\_\_\_\_  
Medical Professional name (printed)

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4. Add your official stamp, seal, or business card (required):

5. Add your business address: \_\_\_\_\_

6. Comments (optional): \_\_\_\_\_

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### NEXT STEPS

Submit this form to ISS online at <https://apps.iss.washington.edu/forms/med-rcl/>. Allow 10 business days for ISS processing. You will receive a new I-20 if your ISS adviser approves your RCL request.

### Deadlines and Limitations:

- Reduced course loads cannot be approved for a previous quarter.
- You must request and receive approval from your ISS adviser **by the end of the quarter** in which you need the reduced course load.
- Reduced course load enrollment for medical reasons is allowed for a maximum of **four quarters**.
- A new medical reduced course load form must be completed each quarter.

### Other Reminders:

- Taking a reduced course load could affect your insurance coverage. If you have questions or concerns about your insurance coverage:
  - Students with ISHIP coverage should contact the ISHIP Counselor at [stdins@uw.edu](mailto:stdins@uw.edu)
  - Students with GAIP coverage should contact the Benefits Office at [uwgaip@uw.edu](mailto:uwgaip@uw.edu)
- The ISS office's reduced course load process only affects immigration status. You must independently contact other UW offices regarding their policies about studying less than full-time or changing your academic plans.

### Course Drop/Withdrawal Process:

- Do not drop your classes or withdraw from the quarter until you have received an approval email for a Medical RCL from ISS.
- If you are currently registered for classes and have been approved for a Medical RCL, you must take additional steps to change your enrollment to part-time or withdraw from the quarter.
  - **If you have received Medical RCL authorization for zero credits:**
    1. Fill out the UW Registrar's Withdrawal form: <https://cdn.doem.washington.edu/forms/registrar/2017/OfficialWithdrawal.pdf>
    2. Submit the form to the ISS office. Allow 10 business days for ISS processing.
    3. Once your ISS adviser has signed the form, they will submit it to the UW Registrar's office on your behalf.
    4. **Graduate Students:** You must also apply for on-leave status through the UW Graduate School. For more information, visit the Graduate School's website: <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>
  - **If you have received Medical RCL authorization for part-time credits:**
    1. Fill out the UW Registrar's Registration Transaction form: <http://registrar.washington.edu/wp-content/uploads/sites/5/2015/07/regtranform.pdf>
    2. Submit the form to the ISS office. Allow 10 business days for ISS processing.
    3. Once your ISS adviser has signed the form, they will submit it to the UW Registrar's office on your behalf.