

<b>International Office Use Only</b>
Received by: _____ on _____
Approved by: _____ on _____
Address Change: Yes / No
SEVIS Reportable: Yes / No
Contacted: _____

F-1 students are required by the Department of Homeland Security to maintain the terms and conditions of their nonimmigrant status. Failure to maintain status will result in the termination of a student’s SEVIS record and require immediate departure from the US. F-1 students are required to pursue a "full course of study" every fall and spring semester; full-time in summer is only required when a student is admitted to begin in the summer term. A “full course of study” is considered full-time enrollment, which is **9 credit hours for students admitted by the Graduate College and 12 credit hours for undergraduates. Dropping or registering below full-time enrollment without prior approval from the International Office is considered a violation of status.**

F-1 students with documented medical conditions can take a reduced course load or no course load at all. A student must submit this completed form and **attach medical documentation** to the International Office. The documentation must be from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist in order for a medical reduced course load to be considered. Authorization for reduced course load cannot exceed an aggregate of 12 months per program level. Additional time beyond the 12-month allowance is not permitted until advancing to the next program level. Authorization for one semester does not automatically carry over to the next. **You must re-apply for authorization each semester.**

Texas State University has a **continuous enrollment policy** and failure to enroll in a fall or spring term may result in the need to reapply to Texas State in order to continue enrollment the next semester. Contact [Undergraduate Admissions](#) regarding readmission policies or the [Graduate College](#) regarding a leave of absence.

**Notice:** If the student is visiting the Texas State Counseling Center (CC), please remember that the CC is not required to provide documentation of a mental condition unless routine visits have been had. Students should not expect the CC to complete documentation of any medical diagnosis upon an initial visit.

<b>To Be Completed by the Student</b>					
Name: _____			Student ID#: _____		
<i>Family/Last</i>		<i>Given/First</i>			
Academic Level (circle one): undergraduate / graduate / TSIE			Phone: _____	Email: _____	
Local Address: _____					
<i>Street</i>		<i>Apt number #</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Number of credit hours I plan to enroll: _____,			Semester for this RCL: Spring 20____ Summer 20____ Fall 20____		
Student Signature: _____			Date: _____		

<b>To Be Completed by a Medical Doctor, Doctor of Osteopathy, or Licensed Clinical Psychologist</b>	
Following my consultation with _____ on _____	
<i>student's name</i> <span style="float:right"><i>date</i></span>	
<b>Select the best statement that fits your recommendation regarding the student’s involvement in taking courses.</b>	
a. ___ I recommend the student take a reduced course load consisting of _____ hours for the semester indicated below.	
b. ___ I recommend the student not enroll in any classes for the semester indicated below.	
c. ___ Other: Please explain in an attached letter.	
Recommending reduced course load semester: Spring 20____ Summer 20____ Fall 20____	
<b>NOTE:</b> The Medical RCL cannot be approved without attached documentation to substantiate the illness or medical condition.	
Printed Name: _____	Formal Medical Credential or Title: _____
Office Phone: _____	Office Email: _____
Office Address: _____	
Signature: _____	Date: _____

**This form must be completed in its entirety otherwise the Medical RCL request will not be processed. Submit this form prior to the first day of classes or prior to dropping a course that results in less than full-time enrollment.**

Form must be emailed by medial professional to [international@txstate.edu](mailto:international@txstate.edu) or student must turn in original form.