



Rutgers Global – International Student and Scholar Services

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CERTIFICATION FOR REDUCED CREDIT LOAD - RBHS

Detailed information on the Reduced Credit Load process is available on the Rutgers Global - International Student and Scholar Services website at <https://global.rutgers.edu/academic-status-and-changes/full-course-studyreduced-credit-load>

GENERAL INFORMATION - To be completed by the student

Student Name: _____ A# _____
(family/surname) (given)
Student e-mail address: _____ Student phone number: _____
Student major: _____ Degree Level _____ School/department: _____

STUDENT ACADEMIC PROGRESS – TO BE COMPLETED BY RBHS ADVISOR AND REGISTRAR

Select Reason for Reduced Credit/Course Load Request

- Completion of Course of Study – final semester before graduating
- Academic Difficulties (check one of the options below – first semester in U.S. only)
 - Initial difficulty with the English language or reading requirements
 - Unfamiliarity with U.S. teaching methods
 - Improper Course Level Placement
- Medical Reasons (must have letter from Physician)
- Pursuing teaching or research assistantship and considered to be full time equivalent
- Graduate students with less than 9 credits of coursework remaining and are completing projects or studying for comprehensive exams. Must register for all remaining coursework (permitted for maximum 1 semester)
- Graduate Student who has completed all coursework and is working full time on thesis/dissertation, practicum/fieldwork
- Waiting for required course offered in the following semester to complete all course work (permitted one semester per degree level)
- Completed coursework & preparing for comprehensive exams

Is this student considered to be making **normal progress** towards their degree (eligible to register in next semester)?
 Yes No (please explain) _____

Based on normal academic progress in this student's program, please provide information on when this student reached or is expected to reach the following stages of his/her academic program as noted:

Completion of: **all course work** for the degree: _____ / _____
Semester year
Completion of: **all degree requirements**: _____ / _____ / _____
month day year

SEMESTER TO WHICH FORM APPLIES
<input type="checkbox"/> Fall <input type="checkbox"/> Spring
Year: _____ (only 1 semester per form)

Receipt of **diploma** dated: _____

of credits: student will take in semester noted above: ____ & will remain for degree completion **after** the semester in question: ____

If yes, provide an explanation. This may be based on departmental school policies and/or your determination that the student is meeting the university definition for a full course of study requirement even though they are not registered for a full-course of study.

If no, please return the form to the student and direct them to contact Rutgers Global - RBHS

SIGNED CERTIFICATION & CONTACT INFORMATION OF ADVISOR AND REGISTRAR

I understand that the Rutgers Global – International Student and Scholar Services is required by law to provide the information on this form to the U.S. Department of Homeland Security via its "SEVIS" system. I have reviewed all of the information noted on this form and I certify that all information provided on this form is accurate to the best of my knowledge and judgment.

Advisor Name: _____
Signature: _____
Phone: _____ Date: _____

Registrar Name: _____
Signature: _____
Phone: _____ Date: _____