

Application for Underload Permission

All international students in F-1 or J-1 status enrolled in any program at Lewis & Clark College must register for and complete a "full-time" course load. A "full-time" course load is defined below:

1. AES (Regular): 12 credits
2. AES (Short Session): 8 credits
3. Undergraduate: 12 credits
4. LLM: 5 credits
5. JD (Day): 12 credits
6. JD (Night): 9 credits
7. Graduate School (All programs): 6 credits

If you believe that you need to take less than full time credit (or "underload") for a particular semester, please complete the form below and submit it to the International Student Services Office before you register or withdraw. Failure to do so may result in your being "out of status" with the Department of Homeland Security.

NAME:		L&C ID:	
PROGRAM/MAJOR:	SEMESTER:	NUMBER OF CREDITS:	
MSC BOX:	PHONE:	TELEPHONE:	
REASON FOR REQUEST:			

ISS USE ONLY BELOW

Semester/Year:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
BASED ON: <input type="checkbox"/> Last term before graduation. <input type="checkbox"/> ESL Short-Session <input type="checkbox"/> Academic adjustment (English, reading, methods) <input type="checkbox"/> Illness <input type="checkbox"/> Other (explain)	
Signature:	Date:

ISS Staff Checklist

- Provide student with copy of this form. The student should take the ISS Underload form to the Registrar's Office and then complete the Registrar's Underload form.
- Remind student to contact financial aid office if they currently receive need-based aid.
 - Less than 10 credits: tuition will be adjusted and financial aid will be adjusted to match.
 - 10-11 credits: neither tuition nor financial aid will be adjusted.
- Keep ISS copy of this form until SEVIS Registration period. Complete SEVIS registration and Authorize to Drop Below Full Course.