



### **Instructions to Access the Reduced Course Load Request e-Form**

We have moved the Reduced Course Load request form into an online portal called the iStart Portal. Below are instructions on how to access the portal as well as how to locate the Reduced Course Load Request e-form. Please note, the IS- 125 form will be available within the portal.

**Step 1:** Using Internet Explorer as your browser, visit the URL: [istart.app.clemson.edu](http://istart.app.clemson.edu)

**Step 2:** Register your portal by entering your CU/XID and date of birth

**Step 3:** On the left-hand list of forms, select "F-1 Student Services," and complete the **Request to Reduce Course Load** e- form

You will receive an email from [is@clemson.edu](mailto:is@clemson.edu) notifying you when your request has been reviewed and approved in the SEVIS database. If you have any questions regarding the e-form, please contact our office.

Thank you and best regards,

International Services