



Medical RCL Recommendation Letter Template

To the Medical Provider:

Please type a letter documenting the medical condition that necessitates the student taking a medical reduced course load using the template below and print on your practice's or organization's letterhead.

- The letter must be signed by a U.S.-licensed Medical Doctor, Doctor of Osteopathy, or Clinical Psychologist.
- Please provide the letter to the student (to submit to ISSS) or submit the letter directly to ISSS:
 - ISSS, 122 S. Michigan Ave., Chicago, IL 60603
 - or email a pdf to the P/DSO

Date:

To Whom it May Concern:

I hereby verify that I am treating **[student's full name]** for the following medical condition: ***[Please briefly describe the medical condition.]***.

This medical condition or treatment will affect the student physically or mentally by ***[Please briefly describe the impact on the student.]***.

The students' need for treatment and recuperation time is estimated to take ***[Please estimate the time needed in days/weeks/months. An estimated range of time is fine. It is understood that it is not possible to make an exact determination.]***.

The student's medical condition will affect his/her ability to be registered as a fulltime student because ***[Please describe how the medical condition impacts the student's academic success.]***.

[Indicate one or the other statements as follows:] " I recommend the student take a reduced course load this semester." OR "I recommend that the student take no courses this semester."

I base my recommendation on ***[Please briefly describe how you determined that the student would benefit from a reduced course load.]***.

The anticipated start date of the recommended reduced course load is ***[Please indicate month, day, and year]***.

Sincerely,

[Sign Your Name
Print Your Name
Your Full Medical Title
Your Affiliation/Practice/Facility and Address
Your Telephone (direct line please)
Your Email Address]

Office of International Student & Scholar Services

(312) 261-3485