



Reduced Course Load Request Form

To maintain immigration status, international students on an F-1 visa are required to be enrolled full-time (12 units) every semester, except Summer. Permission may be granted to enroll full-time, under certain circumstances listed below.

Reduced Course Load Requested for: Fall Spring Year: _____ Total units authorized: _____

Student ID Number: _____ SEVID ID Number: _____

Last name: _____ First Name: _____ Middle Name: _____

Local U.S. Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ House Mobile/Cell Email: _____

Select *only ONE* of the following reasons:

Academic Difficulty

International students can request to take 1-11 units for one of the following reasons:

Counselor Confirmation – Please select the appropriate reason for reduced course load request

- Improper course level placement
- Unfamiliar with American teaching methods
- Initial difficulties with English language
- Initial difficulties with Reading requirements
- Due to COVID-19: lack of resources for online learning, unfamiliarity with online teaching methods, anxiety/stress management

Please note: 3-4 reasons are acceptable only **ONCE** program of study.

Final Semester

International students can request approval to take 1-11 units if the student is to complete all graduation requirements during the last semester. The degree **MUST** be conferred at the end of the semester where the reduced course load is granted.

NOTE: Once approved for a reduced course load for having 1-11 units left to complete your academic program, you are expected to graduate at the end above listed semester. Your I-20 visa document will reflect the end date listed above. You will be considered a part-time student **and will not be eligible for an extension of your I-20.**

ACADEMIC COUNSELING/DEPARTMENT CONFIRMATION

The above-named student as [# of units] _____ units left in order to obtain their degree. Successful completion of these units will meet the requirements for [select one]: Fall Spring Summer Year: _____ graduation

Medical/Health

Prior to requesting part-time for health/medical conditions, please schedule an appointment with a counselor or Designated School Official (DSO) for additional information and specific procedures.

International students needing to enroll less than full-time or be absent for one semester due to a medical/health condition must submit documentation verifying the medical condition. This includes (but not limited to) **a letter from a CA licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist** must include the recommendation from the doctor to take a reduced course load or be absent during the petitioned semester due to a medical condition and must state that you are under a doctor's care. **Only letters on original doctor/hospital letterhead will be accepted.**

Note: Cannot exceed **12 months** during program level of study.

Student Name: _____ Student Signature: _____ Date: _____
Counselor Name: _____ Counselor Signature: _____ Date: _____
DSO Name: _____ DSO Signature: _____ Date: _____