

## STUDENT INFORMATION

*(Completed by student)*

**Filing Deadline:** With the exception of illness or other extenuating circumstances, this form must reach the International Students and Scholars Office no later than one week after the last day to enroll for the quarter for final processing. Please ensure to give this form to your academic/major advisor *before* you submit it to the International Students and Scholars Office and allow some time for them to process.

Family Name:		Given Name:			
Student Id #:	Email:		Cell #:		
US Address:		City:	State:	Zip Code:	
Major:			Visa Type: F-1     J-1		
Degree:		Bachelor's     Masters     PhD     Exchange Student			

## REDUCED COURSE LOAD REASON

*(Completed by Academic Advisor/Major Professor)*

The department of Homeland Security requires international students in F and J immigration status to carry and complete a full course of study every quarter. A full course of study is defined as 12 credits bearing units of coursework. United States immigration regulations allow international students to reduce their course load **only for the reasons listed below.**

1. Please select the following reason for the student to reduce course load:

- Student is completing their program of study and needs less than 12 units in their final quarter
- Student has an illness or other medical problem (Please attach required document)
- Student has a valid academic reason (can only be used once during degree program/student must still be enrolled in a minimum of 6 units):
  - Improper course placement
  - Initial difficulty with reading requirement
  - Initial difficulty with English language
  - Unfamiliarity with American teaching methods

2. Quarter and Year requesting to reduce:      Fall      Winter      Spring      Summer      Year: \_\_\_\_\_

3. Number of units the student will register for: \_\_\_\_\_ units

\_\_\_\_\_  
 Academic Advisor Signature      Academic Advisor Name (Please Print)      School/Department      Ext.      Date

\*\*\*Note: Academic Advisor's signature is not required for Medical Leave.

\*\*Exchange students should make an appointment with an International Advisor before completing the form.\*\*