

## Application for Reduced Course Load/Concurrent Enrollment

All international students on F-1 and J-1 visas are required to be enrolled full time (12 units/Undergrad., 9 units/Grad. Students) during the academic year. According to the U.S. Citizenship & Immigration Service regulations published on December 11, 2002 students can obtain approval for a reduction in their course load on a case-by-case basis. Students who fail to obtain approval will be considered out of status and their SEVIS record will be TERMINATED.

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last Name First Name

**CWID#:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Undergrad or Graduate**  
(please circle one)

**Check only one box (A, B, C, or D):**

**A. Reduced Course Load - Please specify: SPRING \_\_\_\_\_ or FALL \_\_\_\_\_**  
Year Year

**Indicate the reason that applies to you (check either #1a, 1b, 1c, 1d, or #2 or #3)**

- A1. Academic Difficulties** (reduced course load caused by academic difficulty can be authorized only one time per academic level; a **minimum** of 6 units is required)
- 1a)** Difficulty with English language (does not apply to transfer students at junior level)
  - 1b)** Difficulty with reading requirements
  - 1c)** Unfamiliarity with U.S. teaching methods (does not apply to transfer students at junior level)
  - 1d)** Improper Course placement

**A2. Final Semester of Study prior to graduation- # of units enrolled \_\_\_\_\_**  
Undergrads, if you have not taken and passed EWP/Engl 199, you are not eligible for OPT even if this is your final semester.  
*Please check one:* \_\_\_ Passed EWP \_\_\_ Passed English 199 \_\_\_ took EWP on \_\_\_\_\_ (waiting for results)  
                           \_\_\_ will take Engl 199 \_\_\_\_\_ \_\_\_ must take/repeat EWP on \_\_\_\_\_

**Signature required for Reason A1 & A2: Major Dept. Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_**  
 Recommended  Not Recommended **Major Dept. Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_**

**Signature required for Reason A1 & A2: GE Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_**  
 Recommended  Not Recommended **GE Advisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_**

**Notes/Comments:** \_\_\_\_\_

**NO SIGNATURES FROM ACADEMIC ADVISORS NEEDED FOR THIS SECTION: REASON A3, B, C & D:**

**A3. Concurrent Enrollment** (*Required: Attach proof of registration receipts at the other school*)  
 CSUF Units= minimum 9 units Other Schools Units= \_\_\_\_\_ (can be more than 3 units)  
*Please note: If you are registered in full-time units at CSUF, and you wish to take additional units at another school, you do NOT need to submit an RCL form to the IEE office. You are considered full-time at CSUF.*

**B. Enrolled in GS-700 to complete project or thesis or equivalent: for Graduate Students only**  
*Required: Attach GS-700 enrollment form*

**C. Graduate Assistant/ Teaching Assistant enrolled in 6 units – for Graduate Students only**  
*Required: Attach a copy of the contractual agreement offered to you as a TA or GA*  
 If you are hired as a Teaching Assistant (TA) or Graduate Assistant (GA), your assistantship may be counted toward maintaining a full course of study. In other words, graduate students with a TA or GA position who enroll in only 6 units for the current semester will be considered full-time enrolled. Graduate students who have other on-campus employment positions not categorized as TA or GA MUST enroll in minimum of 9 units per semester (For exceptions, see Academics section of IEE web)

**D. Illness or Medical condition** (can be authorized for a maximum of 12 Months Total per degree level)  
*Required: Attach medical documentation. No need to obtain signatures from Academic Advisors.*

**IEE Office Use Only : IEE Advisor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied**

