
International Education & Exchange Updates

August 27, 2008

CONTENTS

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1. US Address Updates – *NEW* Online Form!
2. Reduced Course Load (RCL) – Fall 2008 Deadline: September 2, 2008
3. Campus Closed: Holiday – Monday, September 1, 2008

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U.S. Address Updates

In order to maintain compliance with the US Department of Homeland Security, please make sure that you have informed us of your CURRENT US address: Please use the new online Address Update form found on the IEE web (under Forms section).

Please remember that you cannot use a Post Office Box address; you must provide a street address.

International students who are currently working on-campus *OR* who have worked on-campus in the past, need to submit an additional form for address updates directly to the CSUF Payroll Office, located in College Park, room 770 (7th floor). This form can be downloaded from the IEE Website (Forms section under Address Update).

Reduced Course Load (RCL) – Fall 2008 Deadline: September 2, 2008

Deadline for Adding/Dropping Classes WITH late fee: Monday, September 8, 2008

Please note that in order to maintain your F1 or J1 status, you must be enrolled full-time each semester. If you are not enrolled full-time, please make sure you have submitted a “Reduced Course Load (RCL) Form to the IEE office BEFORE September 2, 2008.

Approved RCLs: If you submit your RCL on or before September 2, 2008 and do not hear from us, then your RCL has been approved.

Denied RCLs: If your RCL request is denied, you will be notified by phone call or email by Friday, September 5, 2008. A denied RCL means that you must enroll full-time for the Fall 2008 semester in order to maintain your F1 or J1 status.

Concurrent Enrollment: (RCL Item B)

Concurrent enrollment allows you to enroll in a limited number of classes at another institution while attending Cal State Fullerton. Undergraduate students **MUST** register in at least 12 units total in order to maintain F1 status. Out of these 12 units, 9 units minimum **MUST** be taken at Cal State Fullerton. If you plan to register in classes at a community college while also enrolled at Cal State Fullerton, you must **submit the Reduced Course Load Application form (select item B=Concurrent Enrollment) along with registration receipts from the school where you are taking classes concurrently. Documents you provide must indicate that you have paid for the class(es) and what class(es) you are taking at the other school.**

GS700 Enrollment - For Graduate Students only (RCL Item C)

Graduate students who have enrolled in GS-700 need to submit the RCL form and select item C=GS-700 to complete project or thesis or equivalent. **Please attach copy of your GS700 Form with your RCL Form.**

Graduate or Teaching Assistant enrolled in 6 units (RCL Item D)

If you are a graduate or teaching assistant enrolled in 6 units for the Fall 2008 you need to submit the RCL form and select item D=Graduate or Teaching Assistant. **Please attach proof of the GA or TA position. Acceptable proof is letter from supervisor, or signed contract accepting GA or TA position.**

For your convenience, the RCL form is available on the IEE website, under Forms.

Campus Closure: Holiday – Monday, September 1, 2008

Monday, September 1st is Labor Day in the U.S. There will be no classes on this day. The IEE Office and the entire CSUF campus will be closed.

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