



To maintain immigration status international students (F-1 and J-1 visa status) are required to be enrolled for a full course of study (12 units) each quarter, except summer. Under certain circumstances, permission may be granted to enroll in a reduced course load (less than 12 units). **Students must submit this form to obtain authorization by the International Center prior to dropping below 12 units.**

Request for: Fall Winter Spring Year: _____

Name of Student: _____ Student I.D.: _____

UCI E-Mail Address: _____ Telephone Number: _____

Expected completion date of degree: _____

I am requesting a reduced course load for the following reason:

- Academic Reason* (section below must be completed by Academic Department)
- Illness or medical condition (submit medical documentation)

For Graduate Students Only

- Filing Fee Status (submit OGS Form – *Filing Fee Petition*)
- Leave of Absence (submit OGS Form – *Academic Leave of Absence*)

Student Signature: _____ Date: _____

***Confirmation by Academic Department** – to be completed only if student is requesting reduced course load for an academic reason.

- Initial difficulties with the English language
- Initial difficulties with reading requirements
- Unfamiliarity with American teaching methods
- Improper course level placement

**The above reasons are acceptable only once during the program of study.*

- Student has less than 12 units to complete all requirements for the degree

**This reason is acceptable only in the student's final quarter.*

Signature: _____ Date: _____

Name and Title: _____

Contact Information: (Telephone) _____ e-mail address: _____

For IC Use Only:

- Approved Not Approved: (reason) _____

Advisor's Signature: _____ Date: _____

Date of SEVIS Notification: _____ FSA Notes and update: _____