



**UCI INTERNATIONAL CENTER**  
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# UNDERGRADUATE STUDENT REDUCED COURSE LOAD REQUEST FORM

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 (listed below), permission may be granted to enroll in a reduced course load (less than 12 units). The IC must authorize your petition for a reduced course load prior to dropping below 12 units.

\*If you are obtaining your degree during summer session, enrollment in summer is required.

Reduced Course load Request for: ( ) Fall ( ) Winter ( ) Spring ( ) Summer Year: \_\_\_\_\_

Name (print clearly): \_\_\_\_\_ Student ID: \_\_\_\_\_

UCnetID (email): \_\_\_\_\_ Telephone: \_\_\_\_\_

Expected completion of degree: (Quarter) \_\_\_\_\_ (Year) \_\_\_\_\_

**SELECT ONE:**

**Final Quarter:**

International students can request approval to take less than 12 units if the student is to complete all graduation requirements during the last quarter. The degree must be conferred at the end of the quarter where the reduced course load is granted.

**Academic Department Confirmation**

The above named student has (#of units) \_\_\_\_\_ units left in order to obtain his/her degree. Successful completion of these units will meet the requirements for (select one) \_\_\_\_ Fall \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Summer Year: \_\_\_\_\_ graduation.

Academic Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Important Information for students about I-20 and student status:** Once approved for a reduced course load due to having less than 12 units to complete your academic program, you are expected to graduate at the end of the quarter. You will be considered a part time student and might not be eligible for an extension of your I-20. You should not have required courses remaining for following quarters. Failure to follow these regulations will have negative consequences on your SEVIS record and student status.

**Academic Difficulty:**

International students can request to take less than 12 units if they meet one of the following reasons. Only the academic department advisor can confirm this.

**Academic advisor:**

Select the appropriate reason for the reduced course load request

- 1. ( ) Initial difficulties with the English language
- 2. ( ) Initial difficulties with reading requirements
- 3. ( ) Unfamiliarity with American teaching methods
- 4. ( ) Improper course level placement

} These reasons are acceptable only once during the program of study.

Academic Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Academic Department: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical/Health:**

International students needing to be absent for one quarter or take less than 12 units due to a medical/health condition must submit documentation substantiating the medical condition. In order to get authorization from the IC, it is required to obtain a letter from a CA licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist. The letter must include the recommendation from the doctor to take a reduced course load or to be absent during the petitioned quarter due a medical condition and must state that you are under the doctor's care. Only letters on original doctor/hospital letterhead will be accepted. Schedule an appointment with IC advisor for additional information and specific procedures prior to requesting a LOA due Health/Medical Reasons.