

**Request for Reduced Academic Course Load
For F-1 & J-1 Students**

USCIS regulations require F-1 or J-1 students to be enrolled full-time (8 units for master's and 12 units for bachelor and 2nd bachelor's degree students). If you are NOT enrolled full-time, the Center for International Education (CIE) must approve and document (in advance) the reason that you are not enrolled full-time. **** Important: you are only eligible to work full-time on or off campus during your approved vacation quarter. ****

Please complete the information below, initial the back page next to the number you selected, attach the relevant documentation, **and submit your request to the CIE before the first day of the academic quarter.** An advisor of CIE will process this request within 5 business days and notify you by email (to your Horizon account).

Name _____ Net ID _____
In which quarter will you NOT be full-time? Fall Winter Spring Summer Year: _____
How many units will you register in? _____
Signature _____ Date _____
Email _____@horizon.csueastbay.edu Preferred Phone Number _____

U.S Mailing Address: _____ Apt. _____
City: _____ State: _____ Zip Code: _____

The following are acceptable deviations from full-course of study requirements. Please mark the appropriate reason for this request and supply documentation as indicated on the reverse:

- (1) ___ Difficulties with English language, reading requirements, or U.S teaching methods or Improper Course Level placement.
- (2) ___ Student will complete his/her course of study this quarter.
- (3) ___ (MASTER'S DEGREE STUDENTS ONLY). Graduate student that has completed coursework and satisfied the University Writing Skills Requirement and is studying for comprehensive exams, working on a thesis requirement or enrolled in Capstone.
- (4) ___ (MASTER'S DEGREE STUDENTS ONLY). Last quarter of required coursework (including University Writing Skills requirement), with thesis, comprehensive exam, or capstone pending.
- (5) ___ (MASTER'S DEGREE STUDENTS ONLY). Graduate student that has completed coursework and satisfied the University Writing Skills Requirement and is pending capstone, comprehensive exam, or thesis work.
- (6) ___ Annual vacation quarter – An F-1/J-1 student may take 1 quarter break during his/her first summer after enrollment in the U.S., or after enrollment in 3 consecutive quarters. The student must then resume full-time study in the next quarter. For USCIS purposes, part-time study during the allowed 'vacation quarter' still counts as a vacation.
- (7) ___ Concurrent enrollment at another institution in coursework, which will transfer and meet requirements for the course of study at CSUEB (see reverse for important information).
- (8) ___ Illness or medical condition.

Initials **Attach Required Supplementary Documentation**
(Based on the reason you selected on the first page)

_____ **Reason 1:** Provide a memo** on department letterhead from your professor which clearly documents the situation requiring you to request exemption from full-time course load, and the course(s) in question. Your academic advisor can only support an Improper Course Placement request. Approval for (1) difficulties with English language, reading requirements, or U.S. teaching methods or (2) improper course level placement can only be granted one time during your degree program.

_____ **Reason 2:** Provide a memo** on department letterhead verifying that you are completing degree requirements (including the University Writing Skills requirement). Undergraduate students will need to provide memos from both the AACE (for GE requirements) and the major department (for major requirements).

_____ **Reason 3-4:** Provide a memo** on department letterhead verifying that you are completing or have completed all coursework (including the University Writing Skills requirement) and have comprehensive or thesis requirements to fulfill. The memo should also indicate an anticipated completion date for the thesis or comprehensive exams.

_____ **Reason 5:** Provide a memo** on department letterhead verifying that you have completed all coursework (including the University Writing Skills requirement) and your capstone, thesis, or comp exam are not available this quarter.

_____ **Reason 6:** No supplementary documentation required – the international student advisor will review your record and verify eligibility for a vacation quarter.

_____ **Reason 7:** Provide a memo** on department letterhead from your GE or major advisor confirming that the course(s) you are planning to take will fulfill a degree requirement at CSUEB. You must also bring in evidence of registration at the other academic institution. Your total enrollment between both institutions must be equivalent to full-time at CSUEB (i.e. 8 quarter units for Graduate students, 12 quarter units for Undergraduate students). Note: 1 semester unit = 1.5 quarter unit

**Cal State East Bay requires that matriculated students who choose to take a class at another college or university during the fall, winter, or spring quarter to submit a form to the Office of the Registrar. (Summer quarter is exempt from this policy for the cross registration program.) Students enrolled at CSUEB who submit a transcript from another college for transfer credit and do not have an approved form on file may be considered a “broken enrollment.” In addition, the credits may not be accepted for transfer.

·For use when taking classes at another CSU: Application for Concurrent or Visitor Enrollment form- [http://www20.csueastbay.edu/prospective/files/pdf/records-forms/Application for Intrasystem Concurrent or Visitor Enrollment.pdf](http://www20.csueastbay.edu/prospective/files/pdf/records-forms/Application%20for%20Intrasystem%20Concurrent%20or%20Visitor%20Enrollment.pdf).

·For use when taking classes at another approved institution (see form for list): Cross Registration Form- <http://www20.csueastbay.edu/prospective/files/pdf/cross-registration-application.pdf>.

_____ **Reason 8:** Provide a memo on letterhead from a U.S licensed medical doctor or clinical psychologist confirming that there is a medical reason for dropping below full-time enrollment. Requests for release from full-time enrollment for medical reasons must be re-submitted every quarter. (**Note:** Immigration regulations allow a maximum of 12 months TOTAL reduction in course load for medical reasons.)

****In lieu of a printed memo, your advisor or professor may email cie@csueastbay.edu from his/her CSUEB email address.**