

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.

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 semester**. An advisor of CIE will process this request within 5 business days and notify you by email (to your Horizon account).

Last Name _____ First Name _____ Net ID _____

In which semester will you NOT be full-time? Fall Spring Summer Year: _____

How many units will you register for ? _____

Email _____@horizon.csueastbay.edu 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. ____ Student will complete his/her course of study this semester.
2. ____ Graduate student that has completed all coursework and satisfied the University Writing Skills Requirement, is currently enrolled and making progress with either capstone, project, comprehensive exams or thesis requirement.
3. ____ Graduate students last semester of required coursework (including University Writing Skills requirement), before being eligible to enroll for capstone, project, comprehensive exam, or thesis requirement.
4. ____ Improper Course Level Placement, or Difficulties with English Language, Reading Requirements, or U.S. Teaching Methods. ** Please note that a minimum enrollment of 6 units is required for Improper Course Level**
5. ____ Concurrent enrollment at another institution in coursework, which will transfer and meet requirements for the course of study at CSUEB.
6. ____ Illness or medical condition.

Required Documentation: All reasons above require that you submit documentation. Descriptions of what documentation is required is on page 2. It is your responsibility to request or provide the required documentation. Your request will not be processed until all documentation is received.

Student Signature (required) _____ Date _____

Verification for Reasons 1-5 can be on department letterhead or an email from a @csueastbay.edu address.

Please put your Initials next to the reason you selected on the first page.

Initials Attach or Provide Required Supplementary Documentation

_____ **Reason 1:** Verification 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 2:** Verification from your academic department stating you have completed all required coursework (including the University Writing Skills requirement) along with another verification from your project/thesis/capstone advisor stating that you are making progress and an expected completion date.

_____ **Reason 3:** Verification from your academic department stating your current enrollment will satisfy all required coursework (including the University Writing Skills requirement) and that capstone, thesis, or comp exam are not available this semester either due to availability or pre-requisite requirements.

_____ **Reason 4:** Verification from your class 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 5:** Verification 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 semester units for Graduate students, 12 semester units for Undergraduate students). Note: 1 semester unit = 1.5 quarter unit

- For use when taking classes at another CSU: Application for Intrasystem Concurrent or Visitor Enrollment form- <http://www.csueastbay.edu/registrar/files/docs/forms/student-records/app-for-intra-concur-or-visitor-enroll.pdf>

_____ **Reason 6:** Provide a signed letter 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 semester. (**Note:** Immigration regulations allow a maximum of 12 months TOTAL (2 semesters and 1 summer) reduction in course load for medical reasons.)