

APPLICATION FOR REDUCED COURSE LOAD
International Student Center (ISC)
San Diego State University

THIS FORM MUST BE SUBMITTED BY FRIDAY OF THE SECOND WEEK OF CLASSES.

The Department of Homeland Security (DHS) requires all F-1 and J-1 students to maintain a full course of study every semester. Undergraduates must take a minimum of 12 units. Graduates must take a minimum of 9 units, and be enrolled every semester. The ISC is required to transmit student enrollment information to the DHS each semester. The DHS allows for specific exceptions to the full-time enrollment requirement, but they must be PRE-APPROVED by the ISC or students will be considered out-of-status. Submit this form to the ISC in person or by fax 619/594-1973. Allow 3 days for processing. You will be notified by e-mail of the decision.

Name _____ **RED ID#** _____
Last Name First Name

Major _____ **Degree Level:** Bachelor Master Doctorate

Semester for Reduced Course Load: Fall _____ Spring _____ **# of SDSU Units You Will Take This Semester :** _____
Year Year

Email _____ **Expected Date of Graduation** _____

Check the reason that you registered for a reduced course load. (If not listed, call 594-1982 for appointment with an Advisor.)

- ___ 1. Initial difficulties with the English language and/or with reading requirements. Advisor signature required below.
- ___ 2. Unfamiliarity with US teaching methods. Advisor signature required below.
- ___ 3. Medical Reason. Attach written statement from physician.
- ___ 4. Withdrawal from a course due to improper course level placement. Advisor signature required below.
- ___ 5. Final semester for undergraduates to graduate with Bachelor's Degree. Attach copy of Degree Audit Report (DARS).
- ___ 6. Enrollment at a community college. Give # of units _____. Attach proof of enrollment.
- ___ 7. Graduate Teaching Assistant or Graduate Assistant. Attach copy of GTA/GA Contract.
- ___ 8. Graduate Advisor Recommendation for less than a full course of study. Graduate Advisor signature required below.
- ___ 9. Graduate student's final coursework before thesis or comp exams. Graduate Advisor signature required below.
- ___ 10. Enrollment in (check one) ___ 799A Thesis ___ 799B Thesis Ext ___ 799C Comp Exams
- ___ 11. Enrollment in Joint PhD. If applicable, attach proof of enrollment at other school. Advisor signature required below.
- ___ 12. Border Commuter Student.

Explanation (required) _____

Signature of Student _____ **Date** _____

TO BE COMPLETED BY ACADEMIC ADVISOR

I am aware of the circumstances above, have reviewed the educational implications and recommend reduced course load this semester.
Comments: _____

Signature of Academic Advisor _____ **Date** _____ **Phone** _____
Print Name and Title _____ **Department** _____

TO BE COMPLETED BY INTERNATIONAL STUDENT CENTER

Approved / Denied **DSO Signature** _____ **Date** _____
Student Notified on _____ by _____