

Application for Reduced Course Load/Concurrent Enrollment

All international students on F-1 and J-1 visas are required to be enrolled full time (12 units/Undergrad. and 9 units/Grad. Students) during fall and spring semester. According to USCIS regulations, students can obtain approval for a reduction in their course load on a case-by-case basis. Students who fail to obtain approval will be considered out of status and their SEVIS record will be TERMINATED. If requesting RCL for reason A or B, you must obtain signature(s) of academic adviser(s). Reasons C, D, E, and F do not require adviser signatures.

SECTION 1: STUDENT INFORMATION

Student's Name: _____ CWID#: _____
Last Name First Name

Applying Semester / Year: _____ UG or GRD Email Add.: _____

Expected Graduation Semester/ Year: _____ Today's Date: _____

SECTION 2: Option A and B require academic adviser(s) signature(s).

A. Academic Difficulties

Indicate the reason - check only one box (a, b, c, or d):
 Reduced course load caused by academic difficulty can be authorized **only one** time per academic level; a **minimum** of 6 units of enrollment is required.

- 1a**) Difficulty with English language (does not apply to transfer students at junior level)
- 1b**) Difficulty with reading requirements
- 1c**) Unfamiliarity with U.S. teaching methods (does not apply to transfer students at junior level)
- 1d**) Improper Course placement

B. Final Semester of program prior to graduation.

Units enrolled _____

Signature required for Reason A & B: Major Dept. Advisor Signature: _____ Date: _____
 Recommended Not Recommended Major Dept. Advisor's Name: _____ Phone: _____

Signature required for Reason A & B: GE Advisor Signature: _____ Date: _____
 Recommended Not Recommended GE Advisor's Name: _____ Phone: _____

Advisor Notes/Comments: _____

SECTION 3: Option C, D, E, and F do NOT require adviser signature, but must be submitted with required documentation

C. Concurrent Enrollment - CSUF Units= minimum 9 Other Schools Units = _____ (can be more than 3)
Required: Attach proof of registration receipts at the other school that shows your name, school, class, number of units, & payment made.

Please note: If you are registered in full-time units at CSUF, and you wish to take additional units at another school, you do NOT need to submit an RCL form to the International Students & Scholars Office. You are considered full-time at CSUF.

D. Graduate Assistant/ Teaching Assistant enrolled in 6 units – for Graduate Students only

Required: Attach a copy of the contractual agreement offered to you as a TA or GA

If you are hired as a Teaching Assistant (TA) or Graduate Assistant (GA), your assistantship may be counted toward maintaining a full course of study. In other words, graduate students with a TA or GA position who enroll in only 6 units for the current semester will be considered full-time enrolled. Graduate students who have other on-campus employment positions not categorized as TA or GA MUST enroll in minimum of 9 units per semester.

E. Illness or Medical condition (*Refer to the BELOW INSTRUCTION*)

Required: Attach medical documentation. Request for less than full time or withdrawal due to medical / illness is restricted to **12 months cumulative of the student's length of study in the U.S.** Student must provide an **original signed letter on official letterhead** from licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist substantiating the illness or medical condition with a specific semester and units recommended due to illness or medical condition.

E. GS700 enrollment – only applies to grad students. Will you remain in the US while enrolled in GS700? YES NO

If you will NOT remain in the US during GS700, your F1 status will be terminated. Attach a copy of your flight reservation.

See an international student adviser if you have additional questions.

Required: Must enroll in GS700 before submitting RCL/CE form.

IP Office Use Only : IP Advisor's Initials: _____ Date: _____ Approved Denied