

**Deadline: 1<sup>st</sup> Friday of Instruction**

### Request for Reduced Course Load

#### <GS 700 Enrollment / Graduate Assistant / Teaching Associate>

All international students on F-1 and J-1 visas are required to enroll full time during Fall and Spring semester. According to USCIS regulations, students can obtain authorization from International Student Advisors for exceptions for a specific term with a certain reason. Students who fail to obtain approval will be considered out of status and SEVIS records will be terminated and will lose F-1 status and F-1 student benefits.

#### Student Information

|  |   |
|--|---|
| LAST NAME:   | FIRST NAME:   |
| CWID:  | MAJOR:  |
| DEGREE: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate | APPLYING SEMESTER & YEAR: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: |
| EMAIL:   | UNIT ENROLLED:  |

#### Reason: GS 700 Enrollment – only applies to graduate students

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

Will you remain in the U.S. while enrolled in GS700?  Yes  No

If you will not remain in the U.S. during GS700, your F-1 status will be terminated. Attach a copy of your flight reservation. See an international student adviser if you have additional questions.

#### Reason: Graduate Assistant / Teaching Assistant enrolled in six units – only applies to graduate students

**Required:** Attach a copy of the contractual agreement offered to you as a TA or GA. *See sample below.*

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, and graduate students with a TA or GA position will be considered full-time with six units. These positions are governed under the Unit 11 CBA. Graduate students who have other on-campus employment positions not categorized as TA or GA must enroll in minimum of nine units per semester.

#### <Sample>

This is your teaching assignment for Spring Semester 2015, effective January 15, 2015 and ending May 22, 2015.

|             |                       |                |                      |                    |  |
|-------------|-----------------------|----------------|----------------------|--------------------|--|
| Appt Level: | Teaching Associate AY | Contract Type: | Semester Appointment |                    |  |
| Start Date: | January 15, 2015      | End Date:      | May 22, 2015         | Multi-Term End Dt: |  |
| Unit:       | 8.00000               | Fraction:      | 8/15                 | Entitlement:       |  |

#### Teaching Assignment:

| Class | Subject | Course | Section | Description             |
|-------|---------|--------|---------|-------------------------|
| 17482 | CHEM    | 100L   | 01      | Survey of Chemistry Lab |
| 19274 | CHEM    | 100L   | 10      | Survey of Chemistry Lab |

ISS Office Use Only: ISS Advisor's Initials: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied