

As an international student you are required to be enrolled full-time (12 units or 6 units when summer is your final quarter). To drop below these enrollment requirements, you will need permission from the International Center and your SEVIS record will be updated with this change.

- Section ONE must be completed by the student requesting the reduced course load.
- Section TWO must be completed and signed by the student's Academic Advisor.

SECTION ONE: STUDENT COMPLETES	
TODAY'S DATE [MM/DD/YYYY]:	UCI STUDENT ID #:
LAST NAME:	FIRST NAME:
DATE OF BIRTH [MM/DD/YYYY]:	SEVIS NUMBER: N
TELEPHONE:	EMAIL:
REDUCED COURSE LOAD REQUESTED FOR: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	

SECTION ONE CONTINUED - (Select ONE Option)	
<input type="checkbox"/> SUMMER PART TIME STUDY – (LESS THAN 6 UNITS)	
If you have less than 6 units needed to complete your degree in summer, you may apply for part time for your final quarter. <ul style="list-style-type: none"> ▪ Submit proof of summer enrollment Select the summer session that will be your final session of enrollment at UCI: <input type="checkbox"/> SUMMER SESSION I <input type="checkbox"/> SUMMER SESSION – 10-WEEK <input type="checkbox"/> SUMMER SESSION II	
<input type="checkbox"/> GRADUATE STUDENT FILING FEE STATUS	
You can be on Filing Fee during your last quarter at UCI if you have not been on a part time status during previous quarters for having <i>less than 12 units to complete your program</i> . <ul style="list-style-type: none"> ▪ Submit Graduate Division Form: Filing Fee Petition, with authorization from Academic Advisor ▪ Specify new end date to be listed on I-20 if different from UCI academic calendar: [MM/DD/YYYY]: _____ 	
<input type="checkbox"/> GRADUATE STUDENT ACADEMIC LEAVE OF ABSENCE OR PART TIME STUDY DUE TO HEALTH/MEDICAL REASONS	
If you need to enroll in less than 12 units (full-time) or be absent for one quarter due to a medical/health condition you must submit documentation verifying the medical condition: Select from the following:	
<input type="checkbox"/> Leave of Absence due to Health/Medical <ul style="list-style-type: none"> ▪ Submit Graduate Division Form – Academic Leave of Absence Form, with authorization from Academic Advisor ▪ Upload a Doctor's Letter; letter requirements are listed under Part-Time Study ▪ If you have already paid fees for the quarter you wish to take a Leave of Absence, you must also apply for a withdrawal on the Registrar's Office StudentAccess page 	
<input type="checkbox"/> Part-Time Study (1-11 units) due to Health/Medical <ul style="list-style-type: none"> ▪ Submit the part-time request on the Registrar's Office StudentAccess page ▪ Upload a Doctor's Letter; letter requirements are listed under Part-Time Study 	
STUDENT SIGNATURE	
SIGNATURE:	DATE:

SECTION TWO: ACADEMIC ADVISOR SIGNATURE	
NOTE TO ACADEMIC ADVISORS: International students requesting approval for reduced course load must have your authorization and meet one of the reasons required on this form prior to approval. If you have questions about the reasons listed above, please contact the UCI International Center at internationalcenter@uci.edu to work directly with an International Student Advisor.	
PRINT NAME:	TITLE:
TELEPHONE:	EMAIL:
SIGNATURE:	DATE:
EXPECTED COMPLETION OF DEGREE: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	