

To maintain immigration status, international students (F-1 and J-1 visa status) are required to be enrolled for a full course of study (12 units) each quarter, except summer. Under certain circumstances (listed below), permission may be granted to enroll in a reduced course load (less than 12 units), or take time off from pursuing your degree.

The International Center must authorize your petition for a reduced course load PRIOR to reducing your units or withdrawing/taking time off from UCI.

#### ACADEMIC LEAVE OF ABSENCE:

- The International Center will terminate your SEVIS record to comply with F-1/J-1 regulations. You will be required to be absent from the U.S. during the LOA period. Schedule an appointment with an IC advisor for further information for immigration advice about how to resume your studies at UCI.

#### ACADEMIC LEAVE OF ABSENCE OR PART TIME STUDY DUE TO HEALTH/MEDICAL REASONS:

- International students needing to enroll less than full-time or be absent for one quarter due to a medical/health condition must submit documentation verifying the medical condition.
- The doctor's letter must be on official letterhead and include: a recommendation from the doctor to take a reduced course load or absence due to a medical condition and must state that you are under a doctor's care during the quarter. Only letters on original doctor/hospital letterhead will be accepted.
- Letter must also include: Dates of expected medical leave (start and end), doctor's license number, doctor's signature, doctor's name, office address, and contact information.
- Prior to requesting Part-Time or Leave of Absence for health/medical conditions, please schedule an appointment with an IC Advisor for additional information and specific procedures.

#### 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 *less than 12 units to complete your program*. When the International Center approves your Filing Fee a new I-20/DS-2019 will be generated if the end date of your I-20/DS-2019 is in the future. You will be expected to graduate at the end of the filing fee quarter. Students on filing fees are not eligible for an extension of their I-20/DS-2019 beyond the quarter on filing fee.
- Student must pay Filing Fee *before* submitting documents to the IC.
- Processing time for Filing Fee is three business days at the IC. Once the IC authorizes the Filing Fee Status, the IC will forward your request to Graduate Division.

#### PART TIME STUDY DUE TO HAVING LESS THAN 12 UNITS TO COMPLETE DEGREE REQUIREMENTS

- A new I-20/DS-2019 will be generated if the end date of your I-20/DS-2019 is in the future. This end date will be adjusted to reflect the end date of the quarter you are on part time status. You will be expected to graduate at the end of the quarter on part time. Students on part time status due to having less than 12 units to complete all required requirements for the degree are not eligible for an extension of their I-20/DS-2019 beyond the quarter on part time.

#### ACADEMIC DIFFICULTY

- Course load may be below 12 units ONCE during your program of study for one of the following reasons:
  - Initial difficulties with the English language
  - Initial difficulties with reading requirements
  - Unfamiliarity with American teaching methods
  - Improper course level placement

Section 1 of this form must be filled out by the graduate student requesting the reduced course load. Section 2 must be filled out and signed by the student's Academic Advisor. For further information, please reference the descriptions provided on the back of this form.

SECTION 1: 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: _____	
EXPECTED COMPLETION OF DEGREE: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	

SECTION 2: ACADEMIC ADVISOR COMPLETES (Please Select One Option)
<input type="checkbox"/> ACADEMIC LEAVE OF ABSENCE
<ul style="list-style-type: none"> <li>Submit Graduate Division Form: <u>Academic Leave of Absence</u>, with authorization from Academic Advisor</li> </ul>
<input type="checkbox"/> ACADEMIC LEAVE OF ABSENCE <u>OR</u> PART TIME STUDY DUE TO HEALTH/MEDICAL REASONS
<ul style="list-style-type: none"> <li>Submit Graduate Division Form – <u>Academic Leave of Absence</u>, with authorization from Academic Advisor OR, for part-time reduced fees (for health/medical) only:</li> <li>Submit Graduate Division Form– <u>Reduced Fee Part Time Study Program</u>, with authorization from Academic Advisor</li> <li>Doctor's Letter including details, which can be found on the IC website under part-time study</li> </ul>
<input type="checkbox"/> FILING FEE STATUS
<ul style="list-style-type: none"> <li>Submit Graduate Division Form –<u>Filing Fee Petition</u>, with authorization from Academic Advisor</li> <li>Proof of PAYMENT for Filing Fee. This will reflect as a stamp on the Filing Fee Petition Form</li> <li>If applicable: specify new end date to be listed on I-20 if different from UCI academic calendar: [MM/DD/YYYY]: _____</li> </ul>
<input type="checkbox"/> PART TIME STUDY DUE TO HAVING LESS THAN 12 UNITS TO COMPLETE DEGREE REQUIREMENTS
<ul style="list-style-type: none"> <li>Submit Graduate Division Form– <u>Reduced Fee Part Time Study Program</u>, with authorization from Academic Advisor</li> </ul>
<input type="checkbox"/> ACADEMIC DIFFICULTY ACADEMIC ADVISOR/DEPARTMENT CONFIRMATION IS REQUIRED:
<ul style="list-style-type: none"> <li>Please mark only <u>ONE</u> reason: <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial difficulties with the English language</li> <li><input type="checkbox"/> Initial difficulties with reading requirements</li> <li><input type="checkbox"/> Unfamiliarity with American teaching methods</li> <li><input type="checkbox"/> Improper course level placement</li> </ul> </li> </ul>

ACADEMIC ADVISOR SIGNATURE	
Print Name:	Title:
Telephone:	Email:
Signature:	Date:

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 (949) 824-7249 to work directly with an International Student Advisor. Thank you.