

<b>To maintain immigration status international students on an F-1 and J-1 visa are required to be enrolled full-time [12 units] each quarter, except summer.* Under certain circumstances permission may be granted to enroll below full-time.</b>	
Reduced Course Load Requested For:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
Expected Quarter for Graduation:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
<b>Name [Last Name, First Name]:</b> <i>Print name as it appears in passport.</i>	
UCI Net ID:	Telephone:
Student ID Number:	UCI E-Mail:

Each of the reasons below requires a signature from your Academic Advisor/Counselor. Select **only ONE** of the following reasons:

<input type="checkbox"/> <b>FINAL QUARTER</b>	
International students can request approval to take between 1-11 units if the student is to complete all graduation requirements during the last quarter. The degree must be conferred at the end of the quarter where the reduced course load is granted.	
<b>NOTE:</b> Once approved for a reduced course load for having less than 11 units left to complete academic program, you are expected to graduate at the end of the quarter listed by your academic counselor. Your I-20/DS-2019 visa document will be updated to reflect this new end date and you will be considered a part-time student and will not be eligible for an extension of your I-20/DS-2019.	
<b>ACADEMIC DEPARTMENT CONFIRMATION</b>	
The above named student has [# of units] _____ units left in order to obtain his/her degree.	
Select the quarter the student will graduate: [select one]: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer, Year: _____.	
ACADEMIC ADVISOR'S NAME:	ACADEMIC ADVISOR'S SIGNATURE:
ACADEMIC DEPARTMENT:	DATE:

<input type="checkbox"/> <b>ACADEMIC DIFFICULTY</b>	
International students can request to take between 1- 11 units for one of the following reasons.	
ACADEMIC ADVISOR CONFIRMATION [Please select the appropriate reason for reduced course load request]	
1. <input type="checkbox"/> Initial difficulties with the English language 2. <input type="checkbox"/> Initial difficulties with Reading requirements 3. <input type="checkbox"/> Unfamiliarity with American teaching methods 4. <input type="checkbox"/> Improper course level placement	<b>These reasons are acceptable only ONCE during the program of study.</b>
ACADEMIC ADVISOR'S NAME:	ACADEMIC ADVISOR'S SIGNATURE:
ACADEMIC DEPARTMENT:	DATE:

<input type="checkbox"/> <b>MEDICAL/HEALTH</b>	
Prior to requesting part-time for health/medical conditions, schedule an appointment with an IC advisor.	
<ul style="list-style-type: none"> <li>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. This includes a <b>letter from a CA licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist</b>. The 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. For specific letter details visit the Part-time portion of the IC's website. It is your responsibility to view and relay these letter details to your doctor.</li> </ul>	
ACADEMIC ADVISOR'S NAME:	ACADEMIC ADVISOR'S SIGNATURE:
ACADEMIC DEPARTMENT:	DATE: