

## LESS THAN FULL-TIME ENROLLMENT REQUEST FORM

International students with an F-1 visa must maintain full-time enrollment each semester (12 units for undergraduates, 9 units for graduate students). Full-time enrollment is required for each fall and spring semester. In accordance with U.S. regulation 8 CFR 214.2(f)(6)(iii)(A), the U.S. Department of Homeland Security allows less than full-time enrollment under certain circumstances. To qualify for a Reduced Course Load (RCL), students must apply and receive prior approval from the Office of International Services and Study Abroad (ISSA) to avoid a violation of their immigration status. An academic advisor must endorse the RCL form before it is submitted to ISSA. *Note: International students on an F-1 visa who are enrolled in at least 1 credit hour during the semester are eligible for the University health insurance (SHIP), unless they apply to opt out.*

### COMPLETED BY THE STUDENT

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

La Verne Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Student confirmation: I confirm that this information is true and accurate. I am also aware that if this my final semester, an authorized reduced course load means that both my program end date and the length of stay on my I-20 form will be shortened. Additionally, once approved for an RCL, I can no longer request an Extension of Stay on my I-20.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR

Semester/Term and Year Requested: \_\_\_\_\_ Intended number of credits of registration: \_\_\_\_\_

The student is engaged in the following academic program:

Degree: ☐ Bachelors ☐ Masters ☐ Doctorate Major: \_\_\_\_\_

Number of credits required for degree: \_\_\_\_\_ Credits accumulated to date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_ Completion Date on Current I-20: \_\_\_\_\_

**I endorse and recommend less than full-time registration for this student for the reason indicated below:**

**Academic Difficulties:** A reduced course load can be approved due to academic difficulty only once per degree level.

- ☐ The student is having difficulty with the English language or reading requirements.
- ☐ The student is unfamiliar with American teaching methods.
- ☐ The student has been placed in the improper course level.

**Completion of Studies:** The student must enroll in a minimum of one in-person class in their final term. If a graduate student has only one remaining course to complete their program, it must be taken in the first session of the semester.

- ☐ The student is in their final term of study and needs less than a full course load to complete degree requirements.

**Medical Reason:** The student and physician must complete the Medical Reduced Course Load Form.

- ☐ The student has an illness or medical condition preventing them from enrolling in full-time units.

Academic Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_