

International Student Services
Application for Reduced Course Load

All international students on F-1 are required to be enrolled full time (12 units/Undergraduate and 8 units/Graduate Students) during the academic year. USCIS regulation allows international students to be enrolled less than full time ONLY in specific situations and with an approval from International Student Services office. Students who fail to obtain approval will be considered out of status and the violation will be reported to U.S. Department of Homeland Security. **Deadline to submit Reduced Course Load is the last day to ADD classes in each semester.**

STUDENT'S NAME (Last Name, First Name):	CSUDH ID:
MAJOR:	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
EMAIL:	TODAY'S DATE:
RCL Requested for Fall/Spring/Summer Year: _____	

SIGNATURE FROM ACADEMIC ADVISORS REQUIRED: PLEASE COMPLETE ONE OF THE SECTIONS BELOW
<input type="checkbox"/> Academic Difficulties
Indicate the reason - check only one box (a, b, c, or d): Reduced Course Load caused by academic difficulty can be authorized only one time per academic level; a minimum of 6 units of enrollment is required.
<input type="checkbox"/> a) Difficulty with English language (does not apply to transfer students at junior level) <input type="checkbox"/> b) Difficulty with reading requirements <input type="checkbox"/> c) Unfamiliarity with U.S. teaching methods (does not apply to transfer students at junior level) <input type="checkbox"/> d) Improper course placement

<input type="checkbox"/> Final Term
International students can enroll in less than a full-time course load (12 units for undergraduates, 8 units for graduates) to complete all graduation requirements during their final term. The degree must be conferred during the term that the reduced course load was approved for.
Academic Advisor's Confirmation: The student has a total of _____ units remaining in order to obtain his/her degree for the (select one): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Graduation Year: _____

<input type="checkbox"/> Illness or Medical Condition
Required: Student will need to attach an original letter and/or medical documentation along with this form. Request for less than full time or withdrawal due to medical reasons is restricted to 12 months cumulative of the student's length of study in the U.S. The medical documents must be from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist substantiating the illness or medical condition with a specific semester and units recommended due to illness or medical condition.

Academic advisor's signature required for the above reasons	
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
ADVISOR'S NAME:	DEPARTMENT:
ADVISOR'S SIGNATURE:	DATE:
PHONE NUMBER:	EMAIL:

Please note: If you are registered in full-time units at CSUDH, and you wish to take additional units at another school, you do NOT need to submit an RCL form to the International Student Services office.

ISS Use Only: Date Received: _____ Approved Denied Advisor: _____
 International Student Services, College of Extended and International Education, CSU Dominguez Hills
 1000 E. Victoria St., Carson, CA 90747, iss@csudh.edu, 310.243.3786 (Revised 11/15/16)