

Reduced Course Load Authorization Form For F-1 Students Registering Part-Time

TO BE COMPLETED BY THE STUDENT:

Name: _____ Country of Citizenship: _____

Student ID: _____ SEVIS ID: _____

Telephone: _____ E-mail: _____

Semester & Year not registered full-time: ☐ Fall ____ ☐ Spring ____ ☐ Summer ____

The student above has requested permission to register for less than a full-time course load (12 units). U.S. Citizenship and Immigration Services (USCIS) requires all students in F-1 status to pursue a full course of studies each semester. The International Student Program (ISP) is legally responsible for verifying the academic enrollment status of students for immigration purposes, and must approve requests for reduced course load in order for a student to be considered in legal status. Follow are circumstances under which an international student may be considered by the USCIS to be authorized for reduced course load. If the situation of the student you are advising does not fit one of these categories, please contact ISP for assistance.

TO BE COMPLETED BY THE INTERNATIONAL STUDENT ACADEMIC COUNSELOR

I recommend that this student be certified full-time for the above semester, based on the following. The student:

- ☐ Is expected to complete all certificate/AA/AS requirements by the end of this semester (8 CFR 214.2(f) (6) (i) (B))
- ☐ Is prevented by a medical condition from pursuing a full course of study. **A letter from a licensed medical doctor or licensed clinical psychologist residing in the United States must be attached.** The letter should include: (a) description of the medical problem, including how this affects the student's ability to study; (b) details of treatment; (c) recommendation of when the student may resume taking full-time course work. (8 CFR 214.2(f) (6) (iii)). ISP must re-authorize the drop below full-course of study each semester, and new documentation must be provided. (Total time cannot exceed 12 months per degree program).
- ☐ Has initial academic difficulties that make full time registration unreasonable. Student is facing Initial difficulties with the English language or reading requirements, unfamiliarity with U.S. teaching methods. (8 CFR 214.2 (f) (6) (iii)) **(One time exception only-Must be used in the student's first term at SCC)**
- ☐ Is advised to drop a course because of improper course level placement. Please describe basis for improper Course placement. (8 CFR 214.2 (f) (6) (iii)).

Number of units registered for: _____

Anticipated program completion date: _____

Name: Academic Counselor

Department

Signature

Date

Name of DSO

Signature

Date

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