



F-1 REQUEST FOR REDUCED ENROLLMENT

International Student Advisor's Office 1409 Walnut Grove Avenue, Rosemead, CA 91770 phone 626-571-8811 fax 626-571-1413

For use by international students attending on an F-1 Visa who are not enrolling full-time in a specified term. Complete section A and then have Department Chair complete section B indicating reason for not enrolling full-time during term specified. Submit the approved form to International Student Advisor when registering for the term.

Minimum Full-time Requirement	Fall & Spring	Summer
IEP	20 hour/week	20 hours/week
Undergraduate	12 units	6 units
Graduate	9 units	6 units

EXCEPTION: Students who have formally advanced to candidacy status are not required to submit this form.

A. To Be Completed by Student

Name: _____ Student ID#: _____
Last/Family Name First Name Middle Name

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ Phone #: _____

Program: _____ Level: IEP BA MA DOC

Units Earned to Date: _____

Term Requesting Reduced Enrollment: _____ Anticipated Program Completion Date: _____

Units Requested: _____ Completion Date on Current I-20 / IAP-66: _____

B. To Be Completed by Department Chair

Student requires reduced enrollment for the following reason(s):

- Difficulty with English language or reading requirements
- Not familiar with US teaching methods
- Placed in improper course level
- Final term, less than full course load required to complete program
- Formal course work complete, preparing for comprehensive or qualifying exam
- Formal course work complete, engaged in thesis or dissertation research
- Formal course work complete, engaged in required internship
- Medical reason (attach documentation)

I verify that the reason(s) indicated above are correct, and therefore recommend a reduced course load (less than full-time) for this student during the specified academic term.

Department Chair Name: _____

Department Chair Signature: _____ Date: _____

To Be Completed by International Student Advisor

ISA Signature: _____ Date: _____ Comment: _____