



California State University, Los Angeles

International Office

Request for Reduced Course Load Due to Completion of Degree Program

All international students on F-1 and J-1 status are required to be enrolled full time during the academic year. Undergraduates must maintain 12 units. Graduate students must maintain 12 units or equivalent (8 units of 500-level courses). Graduate students in the College of Engineering, Computer Science and Technology are considered full time with 8 units.

USCIS regulation allows students to be enrolled less than full time ONLY in specific situations. Prior approval from the International Office is required before a student can drop below a full course load. 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. All requests must be submitted to the International Office no later than the ADD DEADLINE of the term.

An email will be sent to students providing approval or denial of this request within 5 business days after submission. Students with approval from the International Office must also satisfy their college's requirements and procedures for dropping a course, either through GET or by filing a petition.

In order to submit Request for Reduced Course Load for completion of degree program:

- Student must enroll in at least one course/unit required for degree at CSULA.
Student must complete the degree in the term indicated below. *Graduate students: if comprehensive exam or thesis is left, this is not the form to submit. Submit Request for Reduced Course Load due to final coursework before thesis or comprehensive exam*

TO BE COMPLETED BY STUDENT:

Name: Family/Last First Middle CIN:

Major: Email Address:

Requested for: Fall Winter Spring Year: Proposed Units:

TO BE COMPLETED BY ACADEMIC/DEPARTMENT ADVISOR:

The student named above is in his/her final units needed for degree completion. S/he will meet graduation requirements for her/his degree program after completing units in the quarter indicated above.

Advisor's Name (Print)/Title Department Date

Advisor's Signature Telephone No.

TO BE COMPLETED BY IO:

Approve Deny Date Student Notified by Email/Entered on Database:

IO Counselor's Initials: Date Entered on SEVIS: