

To the Student: The U.S. Citizenship & Immigration Services (USCIS) requires an international student to be enrolled in full-time coursework every semester. CGU had determined full-time enrollment to be 8 units. To receive a reduced course load (RCL) authorization, return this completed form to the International Services staff. Allow 5-7 business days for processing. **DO NOT DROP BELOW 8 UNITS WITHOUT AUTHORIZATION** (RCL designation and authorized dates on I-20). To review SEVIS regulations on reduced course loads, refer to [8 CFR 214.2 \(f\)\(6\)\(iii\)](#).

Student Information

CGU ID# 254 - _____

Last Name _____

First Name _____

Department/Program _____

Requested Semester _____

Student Signature _____

To the Academic Advisor or Program Coordinator: International Students on an F-1 student visa must receive departmental authorization for a reduced course load from their assigned Academic Advisor or Program Coordinator prior to meeting with International Services staff. To authorize a reduced course load, the Academic Advisor or Program Coordinator must verify the reduced course load request meets the criteria based on SEVIS regulations. *If the student is in a dual degree program, student will need signed authorization from both department Academic Advisors and/or Program Coordinators.*

Academic Advisor/ Program Coordinator Name: _____

Email Address: _____

(Dual Degree Only) Academic Advisor/ Program Coordinator Name: _____

Email Address: _____

Reduced Course Load Options (select one):Academic Difficulties: (only available during 1st semester of degree program)

Initial Difficulty with the English Language or reading requirements

Unfamiliarity with U.S. teaching methods

Improper Course Level Placement

Medical Conditions (to be completed if student is not dropping all courses)

Temporary illness or medical condition. *Medical documentation from a licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist is required to substantiate the illness or medical condition.*

Completion of Course of Study

Student is enrolled in the only remaining coursework required for the degree. *Student will graduate this semester, or will complete coursework and enroll in doctoral study/ continuous registration the following semester to complete graduation requirements.*

Department Signature: _____

Date: _____

(Dual Degree) Department Signature: _____

Date: _____