

Reduced Course Load Request Form

REDUCED COURSE LOAD

F-1 Student Regulations require for J1 students to be enrolled fulltime (8 units for master's and 12 units for bachelor's). If you are not enrolled fulltime, the Center for International Education(CIE) must approve and document (in advance) the reason that you are not enrolled full time.

An F1 student must complete and submit this form (along with any additional supporting documentation) to the Center for International Education prior to the semester start date or dropping below full time status.

In some limited circumstances, an F1 student can be authorized to take less than a full course load, but still be considered to be maintaining their F1 immigration status. Further information regarding Reduced Course Load requirements is available on our [RCL webpage](#)

Note: Submission of RCL to CIE does not automatically grant approval. If additional information is needed, a CIE advisor will contact the student and/or advisor for clarification.

STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)
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Last Name:	First Name:
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NETID:	Phone:	Horizon Email:
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Current Address:

Which semester are you requesting a Reduced Course Load (RCL)?	Semester:	Year:
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I will be enrolled in a total of _____ units for this semester/term

Student's Major:	Degree Level:	Bachelor's	Master's	Doctorate
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I am requesting approval for a reduced course load based on the following reason(s). Check all that apply.
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<input type="checkbox"/> Academic Reason: You must be enrolled in at least 6 units. Academic Reason RCL can only be approved one time during your degree program.

<input type="checkbox"/> Initial Difficulty with English language or reading requirements can only be used during 1 year of academic program.

<input type="checkbox"/> Unfamiliarity with US teaching methods can only be used during 1 year of academic program.

<input type="checkbox"/> Improper Course Level Placement. This can include when BT 0 Tc Tc 0 T6 55 2386 fT 0. (1)20. (4 re W BT 0 Tc.5 (n)6

<input type="checkbox"/> _____ - Submit a letter from a licensed U.S. medical doctor
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Documentation

CIE will accept documentation in the form of memos on department letterhead or email from the official school email address. Documentation can be submitted directly to yc@csueastbay.edu

Academic Reasons Documentation must come from your academic advisor or faculty member confirming you qualify for an academic reason to be less than full time. This documentation needs to be specific and detailed.

You are required to submit

1. Completed and Signed RCL Form
2. Documentation from your academic advisor or faculty member verifying your academic reason for being enrolled less than full time

Medical Reasons You are required to submit a letter from a licensed, U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy recommending a reduced course load due to illness or a medical condition. This letter must be on letterhead, must specify the time period and the recommended enrollment (part time or non enrollment) for the specified time period.

You are required to submit

1. Completed and Signed RCL Form
2. Letter from your U.S. Licensed medical doctor. Letter does not need to state the specific medical condition but needs to state you have a medical condition that prevents you from enrolling full time.

Completion of Academic Program Requirements If this is your last semester you must submit documentation from your academic advisor(s).

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