

California State University, Northridge
International and Exchange Student Center
Part-Time Course Load Request

To be filled out by the student:

Name _____ Student ID # _____ Grad Date _____
 Last First
 Email address _____ Ph # _____
 Semester _____ Year _____ Major _____ Please circle one level: FR SO JR SR GR

ATTENTION STUDENTS: In order to qualify for benefits of your student status (e.g.: on-campus work permit, practical training etc.), authorization for any part-time course load must be in accordance with United States Citizenship and Immigration Services (USCIS) regulations. **IMPORTANT:** To qualify for on-campus work authorization, undergraduate students must maintain enrollment in minimum 6 units and graduate students in 4 graduate level units.

Please return this completed form with Unofficial Transcript, Schedule of Classes & Degree Progress Report (DPR for Undergraduate students only) to the International and Exchange Student Center no later than the add/drop deadline of the appropriate semester.

To be filled out by Academic Advisor when applicable:

The Department of Homeland Security (DHS) requires all F-1 and J-1 students to maintain a full course of study every semester. Undergraduate students must enroll in a minimum of 12 units. Graduate students must enroll in a minimum of 8 units. IESC is required to transmit student enrollment information to the DHS each semester. *The following are specific DHS exceptions to the full-time enrollment requirement.* Pre-approval of the reduced course of study by the International and Exchange Student Center (IESC) is required, or students will be considered out of legal immigration status. Submitting a Part Time Request form does not guarantee approval of the reduced course of study. If you believe the student's request for a reduced course of study is warranted, please check the appropriate justifying reason; then sign and date the form below. Student wishes to take _____ units this semester. He/she requests less than the minimum load of regular units because of **one** of the following reasons (please note that reasons a, b, c, and d are collectively considered as academic difficulties and can only be approved one time during an academic program/level):

- (a) _____ Initial Difficulty with Reading Requirements.
- (b) _____ Initial Difficulty with the English Language.
- (c) _____ Unfamiliarity with American Teaching Methods.
- (d) _____ Improper Course Level Placement. Please attach letter of explanation.
- (e) _____ To Complete Course of Study in Current Term: (please select one)
Undergraduate student needs only _____ unit(s) to graduate this semester **OR**
Graduate student with a last remaining requirement _____ Thesis 698 _____ Comprehensive exam or
 _____ Project to graduate this semester.
- (f) _____ I am unable to check any of the above categories.

To be filled out by Student when applicable:

_____ Illness or Medical Condition. Please attach written statement from physician. (Advisor signature not required)

Student Acknowledgement: I understand that I am responsible for making academic progress. if my graduation date is delayed, I must apply for an extension of my I-20. Failure to do so may jeopardize my legal immigration status.

Student's Signature _____ Date _____
 Advisor's Name _____ Department _____
 Advisor's Signature _____ Date _____

Approved _____ Date _____ Semester/Year _____

Not Approved _____ Notes: _____