



REDUCED COURSE LOAD REQUEST

Spring Fall Year _____

Last Name

First Name

Student Identification Number

*U.S. Citizenship and Immigration Services (USCIS) regulations require undergraduate international (F-1 Visa) students to complete 12 units every semester. You may reduce your unit load **only** for the reasons stipulated below. Any other reasons, including economic and family emergencies, are unacceptable.*

I am asking to enroll in less than 12 units because:

(Use the reverse side of this sheet should you need additional space.)

Student Signature

_____/_____/_____
Date

DSO Use Only

As the Designated School Official (DSO) for Los Angeles Valley College, I approve this student to carry less than the required 12 units for the following reason and have documented in SEVIS the approval:

Reasons for taking less than Minimum Number of Units:

- Academic difficulty (can be used only the first semester in college).
- Last semester, the student needs only _____ units to graduate or to fulfill the requirements for nursing or RT.
- Student is concurrently enrolled at _____ for _____ units. (Proof to be attached).
- Illness or other medical condition (must be accompanied by a doctor's excuse).

DSO Signature

_____/_____/_____
Date

