F-1 and J-1 Student Application
For Reduced Course Load Authorization

Name: ____________________________________________

USF ID#: ___________________________ Immigration Status: □ F-1 □ J-1

Program Level: □ Undergraduate □ Graduate □ Visiting Student

Major: __________________________________________

Term: □ FALL □ SPRING □ SUMMER Year: ____________________

I am applying to the ISSS office for permission to enroll less than full-time for the following reason(s):

_____ This term is my final term of study and I need fewer than the full-time number of units to complete my course of study. I have already completed the Application for Graduation on the Graduation Center web site at: http://www.usfca.edu/graduation/.

_____ I have a valid temporary illness or medical/mental health condition. I have attached medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or medical/mental health condition. The documentation is signed by the medical doctor, doctor of osteopathy, or licensed clinical psychologist and on official letterhead. I understand that I may not receive more than 12 months of reduced course load authorization for an illness or medical condition at my current program level, e.g. language training, bachelor’s, master’s, or doctorate.*

_____ I am having academic difficulties (please indicate which type[s]):

□ Initial difficulty with English language or reading requirements
□ Unfamiliarity with U.S. teaching methods
□ Improper course level placement

I have attached an explanatory letter from my Academic Advisor and/or professor on official letterhead. I understand that if I am authorized to drop below full-time enrollment due to academic difficulties I am not eligible for a second authorization due to academic difficulties while pursuing a course of study at my current program level.

Comments (use this optional section to provide information that supports your request):

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Signature: ___________________________ Date: ________________

*You must speak with an International Student Advisor directly before a reduced course load can be authorized for medical reasons. Please contact the International Student and Scholar Services office at (415) 422-2654 or isss@usfca.edu to schedule an appointment with an advisor.