

Deadline: 1st Friday of Instruction

Request for Reduced Course Load

<GS 700 Enrollment / Graduate Assistant / Teaching Associate>

All international students on F-1 and J-1 visas are required to enroll full time during Fall and Spring semester. According to USCIS regulations, students can obtain authorization from International Student Advisors for exceptions for a specific term with a certain reason. Students who fail to obtain approval will be considered out of status and SEVIS records will be terminated and will lose F-1 status and F-1 student benefits.

Student Information

LAST NAME:	FIRST NAME:
CWID:	MAJOR:
DEGREE: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	APPLYING SEMESTER & YEAR: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:
EMAIL:	UNIT ENROLLED:

Reason: GS 700 Enrollment – only applies to graduate students

Required: Must enroll in GS700 before submitting RCL/CE form.

Will you remain in the U.S. while enrolled in GS700? Yes No

If you will not remain in the U.S. during GS700, your F-1 status will be terminated. Attach a copy of your flight reservation. See an international student adviser if you have additional questions.

Reason: Graduate Assistant / Teaching Assistant enrolled in six units – only applies to graduate students

Required: Attach a copy of the contractual agreement offered to you as a TA or GA. *See sample below.*

If you are hired as a Teaching Assistant (TA) or Graduate Assistant (GA), your assistantship may be counted toward maintaining a full course of study, and graduate students with a TA or GA position will be considered full-time with six units. These positions are governed under the Unit 11 CBA. Graduate students who have other on-campus employment positions not categorized as TA or GA must enroll in minimum of nine units per semester.

<Sample>

This is your teaching assignment for Spring Semester 2015, effective January 15, 2015 and ending May 22, 2015.

App Level:	Teaching Associate AY	Contract Type:	Semester Appointment		
Start Date:	January 15, 2015	End Date:	May 22, 2015	Multi-Term End Dt:	
Unit:	8.00000	Fraction:	8/15	Entitlement:	

Teaching Assignment:

Class	Subject	Course	Section	Description
17482	CHEM	100L	01	Survey of Chemistry Lab
19274	CHEM	100L	10	Survey of Chemistry Lab

ISS Office Use Only: ISS Advisor's Initials: _____ Date: _____ Approved Denied