

REDUCED COURSE LOAD REQUEST FORM

Must be submitted to a J-1 Counselor during a scheduled appointment

Last Name: _____ **Given Name:** _____
(as appears on passport) (as it appears on passport)

UCLA ID#: _____ **SEVIS ID#: N** _____

Major: _____ **Citizenship:** _____

Email: _____ **Telephone:** _____

Degree Objective: **Bachelors** **Master's** **Doctorate**

Quarter Requesting RCL: _____ **# of Units After Course Drop:** _____

J-1 students must enroll full-time (Undergraduate Students - 12 units, Graduate Students - 8 units) during academic terms (fall, winter, and spring quarters) and complete all required coursework during their authorized period of study at UCLA to maintain J-1 status in the U.S. J-1 students must wait until their RCL request has been approved by the Dashew Center before dropping below full-time enrollment (including retro-drop requests).

J-1 students may be authorized to drop below full-time enrollment during academic terms for the following reasons:

- Illness/Medical Reason**
- Student must provide a recommendation letter from Ashe Student Health Center (signed by an M.D. or D.O.), UCLA Counseling and Psychological Services (CAPS), or from a non-UCLA medical physician (M.D. or D.O.). Letters from non-UCLA medical physicians must be addressed to U.S. Department of Homeland Security and a second opinion may be required for approval.
 - Request must be submitted to the Dashew Center before the quarter end date and must be approved by the Dashew Center *before* a student drops below full-time enrollment.
 - Allows J-1 students to be enrolled 0 units during the quarter
 - Does not require a signature from an Academic Counselor/Student Affairs Officer
 - Student cannot engage in Academic Training during an approved Medical RCL term

- Academic Difficulty**
- Can only be used once during a student's degree program
 - Request must be submitted to the Dashew Center before the quarter end date and must be approved by the Dashew Center *before* a student drops below full-time enrollment.
 - Allows J-1 students to be enrolled 50% time (Undergrad: 6 units; Grad: 4 units)
 - Requires signature from an Academic Counselor/Student Affairs Officer (SAO)
 - Student cannot engage in Academic Training during an approved Academic Difficulty RCL term

- Final Quarter at UCLA** (*not available for Exchange Students*)
- Request must be submitted and approved by the Dashew Center by the end of week 2 of the quarter
 - Allows degree students to be enrolled in as few as 1 unit, provided the course/unit is required to graduate
 - Requires a signature from an Academic Counselor/Student Affairs Officer (SAO)

Name of Academic Counselor or SAO

Signature of Academic Counselor or SAO

School/Department

Extension

Date