1.3 Reduce course load (Students on an F1 or J1 visa)

Last name: __________________ First name: _______________ SID: ______________

Email: _____________________________ Phone: _________________________

Program:  □ MSCMPE  □ MSSE  □ BSCMPE  □ BSSE

(1) Student submits

☐ Completed Computer Engineering department Reduced Course Load memo (attached)
☐ Completed ISSS Request to Reduce Course Load form
☐ A copy of the unofficial transcript from my.sjsu.edu
☐ A copy of SJSU admission letter (Front and back)
☐ A copy of Program of Study (or BS Major Form) from http://cmpe.sjsu.edu/content/forms
  (MUST BE COMPLETELY TYPED & FIT TO ONE PAGE)

(2) Department office

Tracking Number: ____________ Time Stamp: _____________________________

(3) Undergraduate or Graduate Advisor

Decision: ____________________________ Initial: _______ Date: ______

(4) Student

☐ Picks up the package Time Stamp: _____________________________