Before you take a class at a Community College, you must obtain permission from the ISC by completing this petition. **Approval is not automatic;** your request to take the course will be reviewed on a case-by-case basis. To request this permission, you must meet the following requirements:

1. Show proof of enrollment at the concurrent institution and submit ARCL (application for reduced course load)
2. You are an enrolled SDSU student, in good standing, for this semester or will begin SDSU next semester.
3. You have consulted with your department/major advisor and determined that the requested class is required for your degree program.
4. Your registration at SDSU and the community college will equal 12 or more units. During the academic year, at least 9 units at SDSU must be lecture and/or hybrid courses.
5. You have a **valid** reason for not taking the class here at SDSU.

Check One: □ New Student Entering SDSU □ Continuing SDSU Student

Mr./Ms. ___________________________ ___________________________
Last Name                        First Name

Major: ___________________________  Red ID #____________________

Email: ___________________________ Phone: _______________________

**Are you sponsored?** □ Yes □ No

If sponsored, name of sponsor: __________________________________________

Community College: ___________________________ Semester: ___________________________

Number of units you will take at the Community College: __________

Community College course and course number: ___________________________

Is course online? □ Yes □ No

Equivalent **SDSU course and course number:** ___________________________

Number of units you will take at SDSU: __________

Reason(s) you are unable to take the course at SDSU: ___________________________

_____________________________________________________________________

**IMPORTANT**

I understand that as an F-1 student I need to maintain a full course load in order to remain in status, unless I have an Application for Reduced Course Load approved by the International Student Center.

Student’s signature: ___________________________ Date: __________

**After 5-7 business days, you will be sent an email to pick up your letter at the ISC**

Office use only
Approved on ___________________________ Initials ___________________________

Revised May 2019