

**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)
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**(2) Department office**

Tracking Number: \_\_\_\_\_ Time Stamp: \_\_\_\_\_

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**(3) Undergraduate or Graduate Advisor**

Decision: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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**(4) Student**

Picks up the package Time Stamp: \_\_\_\_\_