

International Education Center
Requesting Reduced Course Load for Medical Reasons
Guidelines for Doctor's Letter

If you are an F1 status student and your doctor is recommending that you cannot manage a full course of study this semester, Santa Monica College needs a letter from the doctor regarding your condition. The letter must include *all* of the following details:

- Must be a doctor licensed to practice medicine in the United States.
- Original letter, written on official hospital stationery.
- Signed by the doctor
- Include the doctor's professional seal with doctor's license number. All seals must be clear, readable, and complete.

The letter must state *all* of the following:

- General nature of illness (Detailed diagnosis is *not* required)
- Nature of limitations: for example, that you cannot participate in physical education activities, or cannot sit in a chair, etc.
- If you are able to attend classes part-time, doctor must state number of minutes or hours per day or per week that you are able to attend class.
- Any other details that pertain to you limitations should be included
- Letter must state the beginning date and anticipated ending date of your disability.

Your application must be submitted as soon as possible. If you are able to come to campus and attend any classes, your application must be submitted no later than 3 weeks after the beginning of your illness. If you are not able to attend any classes, your application must be submitted before the second 9 week session begins in order to avoid having your record terminated, and must be submitted no more than 2 weeks after the end of your illness in order to be considered. Please contact the International Education Center at 310-434-4217 for assistance in submitting your Medical RCL application.

Once you submit your application with the doctor's recommendation, the International Education Center will review your request and will make the final decision regarding your request for a reduced course-load. Once a decision is made, you will receive an e-mail from the Immigration Specialist.

You do not have permission to drop below a full course load until after you receive written permission in the form of an e-mail from the International Education Center.