

Concurrent Enrollment Procedures For SBCC F-1 International Students

To enroll at another institution while attending SBCC as an F-1 student, please follow the steps below.

Name: _____ Student ID: _____

Major: _____ Qtr/Semester/Year: _____

School where you wish to enroll concurrently: _____

- Contact the school you wish to enroll in **concurrently** while attending SBCC. Ask for the **concurrent enrollment procedures** from the school. *Be clear that you are requesting to enroll concurrently and not requesting a transfer to that school.* Your I-20 record will remain at SBCC.
- Follow the instructions to apply concurrently from the other school. You will be asked for a Permission Letter from your SBCC Advisor. To obtain this letter:
 - Meet with an Academic Counselor to verify that the course you want to take at the other school will count toward your program of study at SBCC.

To be completed by an Academic Counselor

Course Title(s), list name(s) of course(s) at concurrent institution:

_____ Units: _____

SBCC Program Requirement(s), list SBCC Course name and degree requirement:

This course is not required for a degree program

Academic Counselor's Name: _____ Ext: _____

Signature: _____ Date: _____

- Submit this form to your SBCC Advisor to request the Permission Letter (see contact information below).
- Submit Verification of Enrollment to your SBCC Advisor.**

Submit Official Transcripts of the concurrent course(s) once completed to your SBCC Advisor.

We have 2 International Student Advisors/D.S.O.s to assist you. The caseload is divided by students' last

Jennifer Eggertsen, eggertsen@sbcc.edu , (805)730-4751 Assigned last names beginning with A-L

Rosemary Santillan, Santillan@sbcc.edu (805)730-4428 Assigned For last names beginning with M-Z