



## CONCURRENT ENROLLMENT REQUEST

**For F-1 International Students Only**

**The signed form will be available for pick-up at OIP the following business day after 3pm**

| STUDENT INFORMATION                          |   |       |   |                              |                             |
|--|---|-------|---|------------------------------|-----------------------------|
| Last Name:                                   |   |       | First Name:   |                              |                             |
| SF State Student ID:                         |   |       | SEVIS ID:   |                              |                             |
| Phone:                                       |   |       | SF State E-mail:  | @mail.sfsu.edu               |                             |
| Level of Study:                              | <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's |       | Program End Date on the I-20:   |                              |                             |
| Name of the school you would like to attend: |   |       |   |                              |                             |
| Which semester?                              | <input type="checkbox"/> Spring <input type="checkbox"/> Fall         | Year: | Are you requesting a Reduced Course Load (RCL) this semester? If yes, <b>STOP</b> , you are not eligible for concurrent enrollment. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### CONCURRENT ENROLLMENT POLICY - READ CAREFULLY

You are required to enroll in a full course of study during the Spring and Fall semesters. To fulfill full-time requirement, you must meet the following enrollment requirement:

|               | Minimum number of units at SF State | Number of units allowed at another school | Minimum number of total units |
|---------------|-------------------------------------|---|-------------------------------|
| Undergraduate | 9 units                             | 3 or more units                           | <b>12 units</b>               |
| Graduate      | 6 units                             | 2 or more units                           | <b>8 units</b>                |

In order for the class you take at another school to count towards your full-time enrollment at SF State in Spring the Fall, you must provide proof of registration and completion from another school in-person or by email to OIP:

- **At the beginning of the semester:** Provide evidence that you have successfully registered for course(s) at the other school. This can be a printout of your class schedule or enrollment verification letter. This should be submitted to OIP within 2 weeks of the SF State semester start date.
- **After the semester ends:** Submit an unofficial copy of your transcript, indicating that you have completed the course(s) and maintained your full-time enrollment. This should be submitted to OIP within 2 weeks of the SF State semester end date.

**I have read the above requirements. I understand failure to complete the above requirements could result in the termination of my SEVIS record and F-1 status.**

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| <b>Student's Signature:</b> |  | <b>Date:</b> |  |
|-----------------------------|--|--------------|--|

### TO BE COMPLETED BY SF STATE F-1 INTERNATIONAL STUDENT ADVISOR

*This is to certify the above student is currently enrolled at San Francisco State University and is in valid F-1 status. If permitted, s/he has our approval to enroll in course(s) at your institution. S/he has a valid I-20 with SF State and we will continue to maintain his/her SEVIS record. If you have any questions, feel free to contact us at 415.338.1293.*

|                       |                  |             |
|-----------------------|------------------|-------------|
| <b>Name and Title</b> | <b>Signature</b> | <b>Date</b> |
|-----------------------|------------------|-------------|