



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 <input type="checkbox"/> Summer	Year:		Are you requesting a Reduced Course Load (RCL) this semester? If yes, STOP , 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	12 units
Graduate	6 units	2 or more units	8 units

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.

Student's Signature:		Date:	
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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.

Name and Title	Signature	Date
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