

# F-1 International Student Concurrent Enrollment Petition Policies and Instructions

~Revised 09/26/2007~

Upon meeting certain requirements, the U.S. Department of Homeland Security – U.S. Citizenship and Immigration Services (USCIS) [formally known as INS] allows international (F-1 visa) students at De Anza to take classes at both De Anza and at another school at the same time through a program called “Concurrent Enrollment.” Authorization to participate in concurrent enrollment can only be granted by the office of International Student Programs (ISP). Please consult with ISP and the international student office at the visiting school **BEFORE** your register for classes. **The requirements listed below will take effect as of Fall 2005 quarter.**

## Requirements:

- You must be in good academic standing with a minimum 2.0 GPA at De Anza College.
- You must be in good immigration standing. (Request denied if student is out-of-status)
- You must register for your classes at De Anza first (except for Summer term) before ISP can process your request to take classes at another school.
- You must maintain “full-time enrollment” during the quarter you wish to take class (es) at another school. Each class can only count towards one Quarter.
- Concurrent Enrollment is not allowed if you have been approved by ISP’s international student counselor or advisor to be part-time enrolled for special reasons at De Anza for the quarter you wish to take classes at other school.

**Concurrent Enrollment is not recommended for first quarter student!!**



**You must enroll and maintain a minimum of 12-quarter units at De Anza College (except for Summer terms) during the quarter you wish to take class(es) at another school before ISP can process your Request Form.**

## Important Notes:

1. Submit a completed Concurrent Enrollment Request Form and proof of De Anza registration to ISP for authorization to take class (es) at another school. **The process will take 3-4 days.**
2. An Authorization Letter will be issued by ISP authorizing you to take class(es) for the quarter/semester you have requested.
3. You are required to *submit* a copy of class registration form to ISP once you have registered for classes at the other school.
4. You are required to *submit* an official transcript to ISP upon completion at the other school.

**Please complete the reverse side of this form** →





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## F-1 International Student Concurrent Enrollment Authorization

Student's Name

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Student ID Number or Social Security Number:

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Name of school student wants to take class(es) at:

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Term approved to take classes for:

Sem/Qtr

Approved class/es to take:

(1)

(2)

**This is to certify that the above-named F-1 international student is currently enrolled at De Anza College. He/she holds a valid I-20 and is in good academic standing. Please allow him/her to register in at your school.**

**If you have any questions regarding this student, please do not hesitate to contact the International Student Programs office at (408) 864-8826.**

Sincerely,

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*Signature*

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*Name and Title*

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*Date*