Concurrent Enrollment Request Form

F-1 status International students are required to obtain authorization for concurrent enrollment in accordance with the United States Citizenship and Immigration Services (USCIS) regulations in order to maintain legal F-1 student status. Total combined enrollment from De Anza College and other school must meet the full time requirement. Students must be enrolled in full-time units by the Add/Drop deadline of each quarter at De Anza College.

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.
- Classes taken at a semester school only count toward one Quarter.

Please complete the reverse side of this form
# F-1 International Student Concurrent Enrollment Petition

*Please print clearly and answer each question.*

**Name:** Mr./Ms. ____________________________  
**Last/Family**  
**First/Given**  
**Middle**

**Student ID:** ______________ - ______________ - ______________  
**Date of Birth:** __________ / __________ / __________

**SEVIS ID:** ____________________________  
**First Quarter at De Anza:** ____________________________

**I-20 Expiration Date:** ____________________________  
**Major Field of Study:** ____________________________

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1. **School you would like to take class(es) at:** ____________________________

2. **Term and year you plan to attend:**
   - [ ] Fall
   - [ ] Winter
   - [ ] Spring
   - [ ] Summer
   - 20___

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<thead>
<tr>
<th>Course Title</th>
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3. **Proposed classes at De Anza College:**
   - ____________________________
   - ____________________________

4. **Proposed class(es) at other school:**
   - ____________________________
   - ____________________________

5. **Reason(s) for taking the above course(s) at other institution:**
   - ____________________________
   - ____________________________

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*I state that the information I have supplied is true and I understand that it is a violation of US law to give false information to the College*  
__________________________  
**Student’s Signature**  
**Date**  
**(______)**  
**Phone Number**

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**FOR OFFICE USE ONLY**

**Date Received:** __________  
**Date Due:** __________  
**By:** __________

**Quarter admitted:** __________  
**Visa Status:** __________

**Major:** __________  
**GPA:** __________

**Remarks:** ____________________________

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- [ ] Approved/Issue document
- [ ] Hold document. Reason: ____________________________
- [ ] See immigration advisor / academic counselor

__________________________  
**Counselor Signature**  
**Date**

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JN: My Documents/Word Documents/Concurrent Enrollment/Request Form 04/02/2018
INSTRUCTIONS

1. Request Concurrent Enrollment Request Form from ISP.
2. Submit Concurrent Enrollment Authorization Letter to other school and register for classes.
3. Submit proof of concurrent enrollment (i.e. course schedule) to ISP within first 2 weeks of each term and no later than the ADD/DROP deadline of current quarter.

Taking One or More Classes at Foothill College?

F-1 students attending De Anza College full-time, who wish to take a class at Foothill College, must follow these steps below.

1. You must first go to the International Student Programs office at De Anza to get an approval letter.
2. *Bring the approval letter to the Admissions Office at Foothill for further instructions.

*Please note that you must pay the total balance (both De Anza & Foothill) immediately upon registration, or you will be dropped from classes at Foothill. To be excluded from Foothill's Drop for Non-Payment policy, you may enroll in the payment plan at Foothill College.
F-1 International Student
Concurrent Enrollment Authorization

Student’s Name

Student ID Number:

Authorized taken class/es at (school name):

Term approved to take classes for:

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,

Signature  
Name and Title  
Date