

## 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 four International Student Advisors/D.S.O.s to assist you. The caseload is divided by students' last name:

Annette Boatman, [ALBoatman@sbcc.edu](mailto:ALBoatman@sbcc.edu) , (805)892-3696 Assigned last names beginning with A to Gr

Jennifer Eggertsen, [eggertsen@sbcc.edu](mailto:eggertsen@sbcc.edu) , (805)730-4751 Assigned last names beginning with Gu - Lt

Shelby Harrington, [HarringtonS@sbcc.edu](mailto:HarringtonS@sbcc.edu), (805)730-4007 Assigned For last names beginning with Lu – St

Rosemary Santillan, [Santillan@sbcc.edu](mailto:Santillan@sbcc.edu) (805)730-4428 Assigned For last names beginning with Su – Z