

INTERNATIONAL STUDENTS CONCURRENT ENROLLMENT INSTRUCTIONS

I want to take a class at LBCC concurrently, what do I need to do?

Submit the following required documents: International Concurrent Enrollment Form, copy of your current school I-20 and school picture I.D. If the class has a pre-requisite, academic transcripts will be required to be submitted to our Admissions and Records Office to clear the pre-requisite before you may enroll in the class.

Once you have been approved for concurrent enrollment, you are ready to complete steps 1 and 2 below.

Two Steps:

1. FIRST TIME LBCC STUDENTS:

- a. If you do NOT have a Viking ID#, complete the CCCApply profile to start your application:
<http://www.lbcc.edu/onlineapplication.cfm>
NOTE: *If you have completed the CCCApply and LBCC application in the past do **NOT** complete this application again. Continue to use the same Viking ID number previously issued to register and skip step 2. (Unless it has been over a year since your last class here at LBCC, then you need an updated application)*
- b. Once you have completed the profile, continue to the Long Beach City College Application.
- c. After submitting the online application – sign out (top right hand corner). You will receive your LBCC Student ID # via email within 24 hours.
- d. Complete the LBCC Online Orientation by login into your Viking Student System portal
(instructions on the back of this page).

2. You are now ready to enroll. Any questions or technical problems with your class registration please contact the Admissions and Records Department directly at: <https://www.lbcc.edu/admissions-records> or international students at international@lbcc.edu

**YOU ARE REQUIRED TO FOLLOW STEP 1 EVERY SEMESTER YOU WISH TO RETURN AND TAKE
A CONCURRENT CLASS AT LBCC!**

F1 Part Time Concurrent Enrollment Form

A. International Student Pursuing Concurrent Enrollment:

International Students (F1 Visa) who have a valid/active SEVIS I-20 from another school may attend Long Beach City College part time under the following terms:

INSTRUCTIONS:

1. Attach a copy of your current I-20 and school picture ID with this form
2. Obtain authorization from your current school international advisor (P/DSO) by completing Section B below OR attaching a copy of your advisor's permission letter to this form.
3. You must be enrolled in a full time program at the college, institution, or university which owns your current SEVIS I-20 at the time of enrollment and while enrolled part time at Long Beach City College.
4. Concurrent enrollment is limited to only six (6) units (i.e. two 3 unit classes) per semester.
5. You must submit a new Concurrent Enrollment Form each semester.
6. Transcripts may be required to validate a pre-requisites/co-requisites course prior to registration.

First Name:

Last name:

Have you taken classes at LBCC before? ☐ No ☐ Yes (My Viking ID# is_____)

Phone Number:_____ Email address:_____

☐ ***I understand and agree to comply with all of the conditions above during my part time enrollment at Long Beach City College. Attached to this form is a copy of my current active I-20 and current school picture I.D.***

Student Signature:_____ Today's Date:_____

B. International School Official (P/DSO) Authorizing Concurrent Enrollment: ☐ OR *permission letter attached.*

_____ is authorized to enroll in the following

Student Last Name

First Name

M.I.

class(es) listed below for the ☐ Spring ☐ Summer ☐ Fall ☐ Winter Year:_____

Student's SEVIS# (N_____)

The student above is in good F1 visa status at _____
University/College

Recommended LBCC class(es):

(Limited to two 3 units class (6 units) per semester. Language program students may not enroll in ESL courses.)

1. LBCC Course Name

Units

/

2. LBCC Course Name

Units

School Official Name (P/DSO)

School Official Signature (P/DSO)

Today's date

6/2019 (nd)