Permission for International Students to Enroll in Off-Campus Courses

Note: This form must be completed before the student will be registered in SEVIS for the semester. This form must be completed every semester you request to take an off-campus course. You must submit an official transcript at the end of the semester to the Transcript Evaluation Office to receive credit for your course at the other school. A copy of your transcript must also be submitted to your International Student Advisor to verify completion of the off-campus course. Student must enroll for at least 8 credits at Metropolitan State University each semester. This combined with any off-campus courses must equal at least 12 credits.

Name of Student ____________________________________________

I.D. Number ____________________ Major __________________________

Name of school where course(s) will be taken ________________________

Title of Course(s) ____________________________

Course Number __________________________________________

Semester of Enrollment _______________________________________

Reason for Off-Campus Enrollment _______________________________________

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Please submit the following with this form to your International Student Advisor:

1. Receipt indicating payment for course(s).
2. Copy of registration. This will be used to determine full course load requirement and resident tuition at Metropolitan State University.

**Some students may be requested to seek permissions from their Academic Advisor prior to off campus registration.

For International Student Services Office Use Only

Approved: _____ Yes _____ No __________________________

Comments: __________________________________________

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International Student Service Office Signature Date

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Equal Opportunity Educator