



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 _____

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

_____ International Student Service Office Signature Date

Comments: _____
