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How to submit your request:

- Complete Sections 1-3.
- Submit this form through the Student Request Upload Tool.
- The International Center will email you a Verification of Enrollment at Another School Letter.
- Processing time is 5 business days.

Reminders:

- You must be enrolled full-time (12 units minimum) at UCI to take classes at a different institution during the academic year.
- To enroll in a summer course at another institution, you must be either:
 - (a) enrolled full-time for the following Fall quarter, or
 - (b) if Summer is the final quarter – you must also be enrolled in Summer Session courses at UCI.
- Students on F-1 OPT or J-1 Academic Training: You may enroll in incidental classes at another institution at part-time status during their OPT/AT period.

SECTION 1: STUDENT PERSONAL INFORMATION

LAST NAME:	FIRST NAME:
DATE OF BIRTH [MM/DD/YYYY]:	PREFERRED NAME:
TELEPHONE:	EMAIL:

SECTION 2: UC IRVINE ENROLLMENT INFORMATION

MAJOR:	SEVIS NUMBER:
UCI STUDENT ID #:	EXPECTED UCI GRADUATION DATE:
**For Summer: If this is your final quarter/term, proof of UCI Summer Session enrollment is also required.	

SECTION 3: ENROLLMENT INFORMATION

INSTITUTION/SCHOOL:	
COURSE START DATE:	COURSE END DATE:

SUBMISSION AGREEMENT

By submitting this request form, I certify that the information above is correct to the best of my knowledge and that I reviewed the reminders and responsibilities outlined above.

TODAY'S DATE [MM/DD/YYYY]: