

**GOLDEN GATE UNIVERSITY**

**INTERNATIONAL STUDENT REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION**

Please read the instructions on the back of this form carefully before completion.

Mr.    Ms. \_\_\_\_\_  
*(check one)                      Last (family/legal) Name                      First (given) Name                      Middle name or initial*

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

SS Number/GGU ID Number: \_\_\_\_\_ Degree/Certificate Program: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Name and address of institution you want to attend:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Calendar system of this institution:**    Quarter    Semester    Trimester

**GGU trimester you want to attend this institution:**    Fall    Spring    Summer   Year: \_\_\_\_\_

**Reason you want to attend this institution:**

The course(s) is not offered at GGU.    The course(s) is offered at GGU but is full or cancelled.

I want to take the course(s) in addition to my full-time enrollment at GGU.    It is my trimester off.

Course Prefix & Number	Course Title	Number of Credit Units	GGU Equivalent or Substitution	Chair/Program Director Approval
<b>Remarks:</b> _____ _____ _____				

**\*Also attach a copy of the course description for each class and institutional course numbering system.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this petition to the Office of Enrollment Services  
 536 Mission Street, Suite 100, San Francisco, CA, 94105, (415) 442-7800

<b>OFFICE OF ENROLLMENT SERVICES:</b>	<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied
Advising/International Student Staff Signature: _____	Date: _____
Remarks/conditions: _____ _____ _____	

## INTERNATIONAL STUDENT REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

An international Golden Gate University (GGU) student *may* be allowed to take courses for credit at another educational institution for one of the following 4 reasons:

1. The course the student wishes to take at the other institution is not offered at GGU, OR
2. The course the student wishes to take at the other institution is equivalent to a course at GGU that is full or has been cancelled, OR
3. The student is enrolled in a full-time course of study at GGU (full-time is 12 units for undergraduates and 9 units for graduates) and wishes to do additional coursework at another institution, OR
4. It is the student's annual trimester off.

An international student may take courses at another institution if ALL of the following 7 conditions are met:

1. The student has completed the equivalent of 2 consecutive full-time trimesters at GGU, AND
2. The student is in good academic standing at GGU ("good academic standing" for undergraduates means a 2.0 or higher GPA, for graduates, a 3.0 or higher GPA), AND
3. The student is not "out of status" with the United States Immigration and Naturalization Service, AND
4. Enrolling at the other institution does not violate the student's residency requirement, AND
5. An official from the Office of International Admissions and Advising determines that the student's academic achievement will not be adversely affected, AND
6. The proposed courses are part of the student's current degree program, AND
7. The total number of units taken at GGU AND the other school during one trimester does not exceed 17 undergraduate units or 14 graduate units. (Students who want to take more than this limit must receive approval from the appropriate GGU academic Dean – units taken without approval by the Dean will NOT be awarded transfer credit.)

The procedure to enroll in courses at another institution is as follows:

1. Fill out the **International Student Request to Take Courses at Another Institution** form and submit to the GGU Office of Enrollment Services.
2. In approximately 10 working days, the student will receive back a copy of this form and a confirmation letter, which will indicate whether the request has been approved or denied.
3. Some schools may require a letter from the GGU Office of International Student Services showing that the student has the permission of GGU to enroll in classes at the other institution.
4. Within 2 weeks after registering for courses at the other institution, the student must submit a copy of the registration form to the GGU Office of International Student Services.
5. After completing courses at the other institution, the student must have an official transcript sent to the GGU Office of Enrollment Services.

International Students must meet all standard criteria for transfer credit requirements. Refer to the GGU Bulletin for details regarding transfer unit limits and minimum grade requirements.

**NOTE:** Courses taken without permission from GGU will NOT be awarded transfer credit. The approval is valid only for courses indicated on the request form and only if the courses were completed during the trimester indicated on the form.

Please contact the Office of International Admission and Advising at (415) 442-7290 or the Office of Enrollment Services at (415) 442-7800 if you have any questions about this process. A written response to this petition will be sent to the student's current e-mail address within 20 working days of the receipt of the petition.

**Submit this petition to:**

Office of Enrollment Services  
Golden Gate University  
536 Mission Street, Suite 100  
San Francisco, CA 94105  
Tel: (415) 442-7800 Fax: (415) 442-7223