



Registrar's Office
 800 Chestnut Street
 San Francisco, CA 94133
 P: 415.749.4535
 F: 415.749.4579
 registrar@sfai.edu

CONCURRENT REGISTRATION PETITION

Courses taken at other regionally accredited colleges and universities may be applied to SFAI degree requirements if the courses are not offered at SFAI during the same term. Approval of this petition must be obtained in advance of registering at the concurrent school. A successful transfer of credits requires a minimum grade of "C" for each approved course/s. Concurrent registration can neither be used to constitute full-time status at SFAI nor can it be used during Senior Residency. Students intending to concurrently register for classes that are not 3-semester units each may need to take more than 120 units to complete their undergraduate degree requirements.

Steps:

- 1. **Print course descriptions of the classes** you wish to propose for concurrent registration. Ensure that the documents contain the college and term for when the classes are to be taken.
- 2. **Meet with Global Programs Advisor** (for F1 international student visa holders only) to confirm eligibility for taking classes at another institution; required authorization documents will be provided.
- 3. **Submit the petition to the Registrar's Office** with the **official course descriptions** for each transfer course.

Upon completion of the approved course/s, request an official transcript to be sent directly to: SFAI Registrar's Office, 800 Chestnut Street, San Francisco, CA 94133. When transfer credits are accepted, you and the Advising office will be notified by email. You may follow up with an Academic Advisor (advising@sfai.edu) to review your remaining degree requirements.

Last Name	First Name	Student ID #	Program
Current term: _____ (Fall/Spring/Summer and Year). Credits remaining after this term: _____ (must be at least 30).			

Course Code/Term/Units
Course Title/Institution
SFAI Requirement to be fulfilled
Notes (by staff)

Course Code/Term/Units
Course Title/Institution
SFAI Requirement to be fulfilled
Notes (by staff)

Additional courses may be listed at the back. Your signature indicates that you have read and understood the requirements for concurrent registration. The Registrar's Office verifies the transferability of courses proposed for concurrent registration.

 Student Signature Date

 Global Programs Advisor Signature (for F1 International Students Only) Date

 Office of the Registrar Signature Date

Registrar's Office Use Only
 Received: _____ Official Transcript Received: _____ Transfer Credit Applied: _____



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Additional Courses for Concurrent Registration

Course Code/Term/Units

Course Title/Institution

SFAI Requirement to be fulfilled

Notes (by staff)

Course Code/Term/Units

Course Title/Institution

SFAI Requirement to be fulfilled

Notes (by staff)

Course Code/Term/Units

Course Title/Institution

SFAI Requirement to be fulfilled

Notes (by staff)

Course Code/Term/Units

Course Title/Institution

SFAI Requirement to be fulfilled

Notes (by staff)

Office of the Registrar Signature

Date