



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

Concurrent Enrollment at Saddleback College

Thank you for your interest in attending Saddleback College as a concurrent (part-time) F-1 visa student. If you are currently in the USA and have a valid F-1 status, you are eligible to take classes on a part-time basis. There are no deadlines for concurrent enrollment and applications are processed in the order received. Saddleback College *cannot guarantee the availability of classes for students.*

Important Considerations:

If you are enrolled in a 4-year college it is important that you include this information so that your educational status and goal are correct. If you need to update your educational goal you will need to complete the Student Information Update Form (Section E) and submit it to the Office of Admissions and Records in person or by email to scadmissions@saddleback.edu. The form can be downloaded at www.saddleback.edu/admissions/forms-and-petitions

Enrollment in courses that require Math and/or English prerequisites can only be cleared through the Matriculation Office. For processes and procedures on submitting transcripts and/or alternative evidence visit: <https://www.saddleback.edu/matriculation/math-and-english-prerequisites> or contact the Matriculation Office at 949-582-4970 or by email to scmatric@saddleback.edu. All other pre-requisites are cleared by their respective Academic Divisions. For a list of Academic Divisions visit: <https://www.saddleback.edu/academics>

To apply for concurrent enrollment, please complete the following steps:

1. Visit <http://www.saddleback.edu/admissions/apply-saddleback-college> select “**APPLY NOW**” to complete the online application process. In approximately 24 hours you will receive an email containing your student ID.
2. Pay your \$54.00 application fee at <http://www.saddleback.edu/spo/fees> using a Visa, MasterCard, or Discover card.
3. Provide a letter from your current school written on their letterhead paper from a Designated School Official (DSO) allowing you permission to enroll in classes at Saddleback College. The letter should include each class title and number of units you are allowed to take.
4. Provide the following copies: page 1, of your current I-20, F-1 Visa, I-94 card, and Passport. You can download your I-94 card at <https://i94.cbp.dhs.gov>
5. **Optional:** Unofficial transcripts from your current institution. This may be required in order to verify completion of pre-requisite courses needed for your registration. You may view the current class schedule at <http://www.saddleback.edu> to find out if you need to clear any pre-requisites.
6. **High School Applicants only:**
 - A) Complete steps 1-4 and submit all documentation to the International Student Office.
 - B) Complete the Special Admission Request for K-12 Students and submit it to the Office of Admissions and Records. The form can be downloaded at: <https://www.saddleback.edu/uploads/admissions/documents/k-12specialadmit.pdf>
 - C) The International Student Office will provide a referral for the Admissions and Records Office.

High School applicants may be required to take the assessment exam. For questions contact the Matriculation office at 949-582-4970 or by email to scmatric@saddleback.edu

International Student documents may be submitted as PDF files to sc-iso@saddleback.edu for processing. Please include your full name and Student ID # in all emails. Images and Photos are not accepted. For questions please contact the International Student Office directly at 949-582-4637. Office hours are: Monday-Thursday, 9:00am-5:00pm and Friday, 9:00am-12:00pm.