CALIFORNIA STATE UNIVERSITY, LOS ANGELES

International Programs and Services

Dual Registration Request

Name: _____ CIN: _____
Last First M.I.

Dual registration is defined as concurrent attendance at Cal State L. A. and another collegiate institution during regular terms and summer sessions. It includes attendance at Cal State L. A. while completing courses through other institutions. This request for dual registration must be signed by your major department/division.

If approved by International Programs and Services, an authorization letter will be given to you to present to the school(s) where you wish to enroll. The letter will be ready for pick up **3 business days** after submission of this form. ON-LINE CLASSES ARE NOT PERMITTED. *The credits authorized through dual registration will count towards the minimum 12 unit full time requirement ONLY if the course fulfills your Cal State L.A. degree requirement.*

As soon as possible (and within three weeks after the conclusion of the term involved), you must arrange to have official transcripts of work completed and sent directly to Admissions Office, Student Affairs 101, from the institution(s) you attended. **You must also submit an unofficial transcript to IPS**.

Record below the school(s) at which you will be concurrently registered. Do not include Cal State L. A. courses. Note the requirement(s) the course(s) will fulfill. Remember to check with your department and Registrar's Office on credit transfer procedures. YOUR **ACADEMIC ADVISOR** MUST COMPLETE THE "DEGREE REQUIREMENT" COLUMN.

College(s)	Dates (month/year) From/To	Transfer Course(s)	Units	Cal State L.A. Course(s)	Units	Degree Requirement (Y/N)

_____ _____
Student's Signature Date

Academic Adviser's recommendation: _____ Granted _____ Denied

_____ _____
Adviser's Signature Date

Revised 08/2006