**CONCURRENT ENROLLMENT**: F-1 students attending other colleges/universities that also wish to attend West for one academic term. This process is required for each semester.

**Step 1**: Obtain Permission Letter from International Student Office at your current college or university

**Step 2**: Scan/Email the following documents below to studentvisa@wlac.edu. Provide the following:
- International Student Program Application (*attached*)
- Permission Letter from International Student Office at your current college or university
- Copy of Form I-20 (pages 1 and 3)
- Copy of F-1 Visa
- Copy of Passport

West International Student Program (ISP) will process your application. We will send an email confirmation that includes your LACCD Number. Allow a minimum of 3 business days for a response for in-person and electronic applications.

**Step 3**: Enroll in class using the Student Information System (before semester begins)

- Visit www.wlac.edu and click “Register For Classes”
- Enter your Student ID # and Pin (birth month & day). For example Jan 15th = 0115.
- Select the semester, select “ADD”, and enter the 4-digit section number from the schedule of classes

**What is required of me if I want to enroll in an English or Math class at West Los Angeles College?**

- Provide English/math assessment results from a college/university to the Counseling Division (3rd Floor, SSB) for evaluation
  **OR**
- Complete West’s ExpressWay, then schedule an appointment for the assessment exam.

**What do I do if the class is has already begun or the class is full?**

**Online class**: Visit www.wlac.edu/online, click on “SCHEDULES”, select the semester, and find the instructor’s email address. Send an email requesting permission to add. Include your name, your LACCD ID number, the name of the class, and section number. If an instructor agrees and replies to your message, forward that email to Onlineadds@wlac.edu. Once added, you will need to follow the instructions under COURSE LOGIN INFO.

**On-campus class**: Visit www.wlac.edu and click on CLASS SCHEDULES. Find the class that you want to add, and attend the next class lecture. If the instructor agrees to add you, s/he will sign an ADD PERMIT. You will then submit that form to Admissions & Records (SSB, 2nd Floor) and continue attending class as required.

*Note: Instructors may agree or decline to add you to their class at their own discretion.*

**Step 4**: Pay tuition and fees - Payment is due immediately. Fees may be paid through the Student Information System (SIS) or in person at the Business Office (SSB, 2nd Floor)
I am applying for:

- [ ] Fall
- [ ] Winter
- [ ] Spring
- [ ] Summer

Year: __________________

LACCD STUDENT NUMBER

Leave blank if you have never been assigned an LACCD Student Number

SEVIS NUMBER

Leave blank if you have never been assigned SEVIS #

Legal name (must match passport)

Last (Family name)

____________________________________________________

First                                             Middle

____________________________________________________

Birth date:

Month                              Date                         Year

Sex:

- [ ] Male
- [ ] Female

US Address (if currently living in the US)

Number                         Street                                        Apt.

____________________________________________________

City                               State                                         ZIP Code

Preferred Mailing Address (if none of the above apply)

Number                         Street                                       Apt.

____________________________________________________

City                               State                                         ZIP Code

Contact Information:

Email Address

____________________________________________________

(_______)____________________________________________

Primary Telephone

I am a citizen of:

____________________________________________________

Country

Secondary/High School Attended:

Name

____________________________________________________

City/State/Country                                                   Graduation Year

Current or Last College/School/University Attended

Name

____________________________________________________

City/State/Country                                                           Dates attended

Ethnic Identity (Please check all that apply)

- [ ] A. Mexican/Mexican-American/Chicano
- [ ] B. Central American
- [ ] C. South American
- [ ] D. Hispanic Other
- [ ] E. Asian Indian
- [ ] F. Asian Chinese
- [ ] G. Asian Japanese
- [ ] H. Asian Korean
- [ ] I. Asian Laotian
- [ ] J. Asian Cambodian
- [ ] K. Asian Vietnamese
- [ ] L. Filipino
- [ ] M. Asian Other
- [ ] O. American Indian / Alaskan Native
- [ ] P. Pacific Islander/Guamanian
- [ ] Q. Pacific Islander Hawaiian
- [ ] R. Pacific Islander Samoan
- [ ] S. Pacific Islander Other
- [ ] T. White
- [ ] U. Black or African American

What is your primary language?

- [ ] 1. English
- [ ] 2. Armenian
- [ ] 3. Chinese
- [ ] 4. Farsi
- [ ] 5. Filipino
- [ ] 6. Japanese
- [ ] 7. Korean
- [ ] 8. Russian
- [ ] 9. Spanish
- [ ] 10. Vietnamese
- [ ] 11. Other

What is your main educational goal? (Check only one)

- [ ] 1. Earned a US High School Diploma in ____________(year)
- [ ] 2. Special student currently enrolled in grade 12 or below
- [ ] 3. Not a high school graduate, currently enrolled in adult school
- [ ] 4. Not a high school graduate; last attended
- [ ] 5. Obtain an Associate's Degree without transfer
- [ ] 6. Obtain an Vocational Certificate without transfer
- [ ] 7. Obtain a Bachelor's Degree after earning an Associate's Degree
- [ ] 8. Obtain a BA without earning an Associate's Degree
- [ ] 9. Maintain a certificate/license (e.g. nursing, real estate)
- [ ] 10: Improve basic skills in English reading or math
### Education Status: Check highest level you have achieved

- [ ] 1. Earned a US High School Diploma in ____________(yr.)
- [ ] 5. GED or received a certificate of HS equivalency___(yr.)
- [ ] 6. Earned a CHSP Certificate ______(yr.)
- [ ] 7. Earned secondary diploma or certificate of graduation from a school outside of the U.S. ______(yr.)
- [ ] 8. Earned an Associate Degree in ________(yr.)
- [ ] 9. Earned a Bachelor’s Degree in ________(yr.)

### Enrollment Status

- [ ] 1. First time college student
- [ ] 2. First time at West; after attending another college
- [ ] 3. Returning to West and have attended another college
- [ ] 4. Returning to West without having attended another college

### College units or degree completed

- [ ] 1. 0 Units complete
- [ ] 2. 0.5 to 15-1/2
- [ ] 3. 16 to 29-1/2
- [ ] 4. 30 to 59-1/2
- [ ] 5. 60 or more units; no degree
- [ ] 6. A.A./A.S./B.A./B.S. or higher degree

### Student Information – Permission to Release

#### Types of Student Information:

1. **Directory information:** name, city of residence, participation in officially recognized activities and sports; weight and height of athletic team members, dates of attendance; degrees and awards received and the most recent previous educational institution attended.
2. **College Foundation Information:** name, address, and telephone number.
3. **Four-year college information:** name, address, and phone number.
4. **Military recruiting information:** “Directory information” plus address, telephone number, date of birth, and major field of study.

- [ ] 1. I DO NOT permit the college to release directory information.
- [ ] 2. I DO NOT permit the release of information to the College Foundation.
- [ ] 3. I DO NOT permit the release of information to four-year colleges.
- [ ] 4. I DO NOT permit the release of information to the military.

You may change your Directory Release at any time by completing a Release of Directory Information form and returning to the Admissions Office.

### Certification:

I declare that all information on this form is correct. I understand that falsifying or withholding Information required on this form shall constitute grounds for dismissal.

__________________________________  ___________________________  ___________
Applicant’s Name                                            Applicant’s Signature               Date

### ATTENTION APPLICANTS: Submit this application along with copies of the following

(a) permission letter from your college/university,
(b) Page 1 & 3 of your I-20,
(c) copy of your F-1 Visa, and
(d) copy of your passport.

You may also apply by submitting an email to studentvisa@wlac.edu and attaching electronic versions of all required documents. Qualifying applicants will receive an email confirmation immediately following processing.

**Allow a minimum of 3 business days for a response for in-person and electronic applications.**