

Registration by Proxy

EMAIL to: SeattleCentral.Intl@seattlecolleges.edu

Use this form to give a friend permission to help with your class enrollment while you are gone from the U.S., only if you cannot register online. If you passed CIE level 5, or are in full-time college, try online registration first! Go to Student Online Services, then click "Check Your Registration Appointment" to learn when you can register.

Directions for the Student who is gone from Seattle:

1. Fill out form completely and sign at the bottom. Please do not type your name! It must be your signature.
2. Email this form directly to the International Education Programs office. Do not give it to your friend.
3. Tell your friend to come to the IEP office. Your friend will be allowed to do only what you have specified.
4. You are responsible to make sure your tuition is paid in full within 7 days of enrollment or by the published deadline. Pay online with a credit card, or arrange for your friend to pay for you.

Important: Your friend will be required to show photo ID and this form to both the Registrar and Cashier.

For quarter (circle one): Fall / Winter / Spring / Summer Year: _____

My full name (Family name, First, Middle)

My Student ID Number

To Advisors, Registrar, and Cashier:

I give permission for my friend, listed below, to help with my registration and/or payment in my absence. My friend should show photo ID, to be checked by the Registrar and Cashier.

Friend's Name: _____
Family name First name Middle names

Friend's Student ID Number

Friend's date of birth

Please allow my friend to do the following on my behalf (check box if okay for your friend to do):

- To enroll me for classes written here: _____
- To choose alternate classes/teachers/times if those listed above are not available or are full.
- To be told information from my Seattle Central College academic and financial records that affects my registration, including: placement test results, my eligibility for courses, holds on my record, and money owed.
- To pay for my tuition and fees (Cashier's Office).
- To pick up my Official Transcript (Registration and Records Office).

I understand an Advisor from IEP must also approve and sign the registration form.

My Signature

Date

Please e-mail this form directly to the International Education Programs Office! Email: SeattleCentral.Intl@seattlecolleges.edu

Registrar:

Cashier: