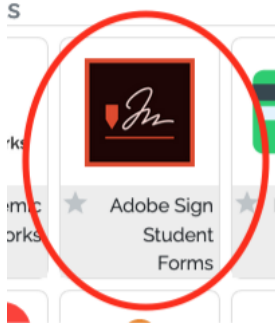


## How to Request Concurrent Enrollment for Foothill College in Adobe Sign Student Forms

1) Log into MyPortal and click on **Adobe Sign Student Forms**



2) Look under **Student Workflows** – Choose the Form based on the **First Letter of your Last Name** and click on the blue **Start Workflow** button.

A screenshot of a web application interface titled 'Student Workflows'. Below the title, there is a yellow banner with the text 'For more information, please refer to [Step by Step Instructions on How to Use a Student Workflow](#).' Below the banner, there are three rows of workflow options. Each row has a text description and a blue 'Start Workflow' button. The first row is 'De Anza 6-Unit Nonresident Fee Waiver (Student)' with a 'Start Workflow' button. The second row is 'De Anza F-1 Concurrent Enrollment at Foothill College (Last Names A-L) (Student)' with a 'Start Workflow' button circled in red. The third row is 'De Anza F-1 Concurrent Enrollment at Foothill College (Last Names M-Z) (Student)' with a 'Start Workflow' button circled in red.

3) You will see the De Anza F-1 Concurrent Enrollment at Foothill College Form with your name and names of staff members auto-filled. Just click the blue **Send** button at the bottom of the page.



4) Complete all required fields on the form and then click on the blue **Click to Sign** button at the bottom of the page.

**ct the De Anza International Student Progi**



5) Once you have completed this document, please apply to Foothill using [CCCApply.org](https://www.cccapply.org) As a reminder, you will have a hold on your record until the Concurrent Enrollment Form has been processed. Please try to submit the form 2-3 weeks before registration to allow ample time for processing.