

Academics

The International Program (IP) advisors will assist you with registration your first quarter. Please bring documentation if you have qualifying test scores. IP advisors can assist you with the following:

- Overview of programs of study
- Choosing classes for next quarter
- Long-range educational planning
- Questions about the transfer process
- Credit overload permission
- 45-credit college transfer check
- Graduation applications
- Unofficial transcript evaluations (US transcripts only)
- Running a degree audit
- Student progress advising: academic alert, probation, suspension
- College transfer activities – college fairs, etc.

Graduation

Please follow the steps here to apply for graduation:

1. Sign in to [ctcLink](#) and go to Student Homepage → Academic Progress → Apply for Graduation.
2. Submit your graduation application for your college degree.
3. After you submit your graduation application through ctcLink, you must sign in to [SCD Global](#) and submit the Graduation Quarter Request (located under Immigration Requests).
4. On the request, it will ask you if you want to apply for high school diploma (HSD). If you do, please check yes. Our office will then contact you with instructions to apply for HSD via ctcLink.

Please see the [webpage on graduation](#) for questions about international mailing of diplomas, commencement questions, and inquiries about when you can expect to receive your diploma.

Credit Overload

Requesting 18 credits or more for a quarter must be approved by your academic advisor. If approved for credit overload, the maximum credits allowed is 25.

Letter Requests

All letter requests are completed online via [SCD Global](#).

[Online Request Instructions](#)

Types of Letters Available

Enrollment Letter

A letter stating that you are currently enrolled in classes for a specific quarter and how many credits you are taking.

SSN Letter

A letter which allows you to apply for a social security number (must have a job offer letter before you can request a SSN letter).

University Transfer Agreement Letter

A conditional acceptance letter to universities that Seattle Colleges have developed partnerships with. The list of universities can be found here:

<https://www.seattlecolleges.edu/programs/college-transfer/transfer-agreements>

Tuition Letter

A letter stating the quarter in which you are enrolled and the tuition amount you need to pay for the quarter.

High School Completion Letter

A letter stating you are eligible to earn a high school diploma upon graduating with an Associates degree from North.

Other Letter

If the above categories do not fit your needs, contact intlnorth@seattlecolleges.edu and describe what you would like to request. Please note that the IP Office may or may not be able to complete your request.