

## Concurrent Enrollment

Students can maintain F-1/J-1 visa status by completing courses concurrently at another university or college while remaining on a BGSU I-20/DS-2019 if they meet all the requirements listed on this 'Concurrent Enrollment' form.

### Procedures :

1. Before enrolling concurrently, verify with an academic advisor that the concurrent courses meet your degree requirements and that the courses will transfer to your specific degree program.
2. Check with the school you wish to enroll for their admissions requirements for students who wish to concurrently enroll.
3. Submit a completed Concurrent Enrollment form to the BGSU International Student Services by Census date of each semester of concurrent enrollment.
4. Enroll and complete the concurrent courses.
5. Submit your transcript from the university/college you concurrently enrolled to the BGSU International Student Services to show that you met your full-time requirement for that semester.
6. Arrange for the transfer of credit by the first day of class of the following semester.
7. Remember that you must complete this process every semester you wish to enroll concurrently.

NOTE: Consult other campus offices to determine if reducing your credit hours at BGSU will affect your scholarships, ITA/RA positions, and campus housing.

## Request for Concurrent Enrollment

### Student Information:

Student Name: \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ BGSU ID: \_\_\_\_\_

Local Address: \_\_\_\_\_  
 Street \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Degree Level:  Undergraduate  Graduate

Major: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_  
 semester/year

### Concurrent Enrollment Information:

Name of Concurrent School: \_\_\_\_\_ Concurrent Enrollment Semester: \_\_\_\_\_

<b>BGSU Course</b>			<b>Concurrent School Course</b>		
Course Name and Number	# of Credit Hours	Is this class online? (Y/N) *	Course Name and Number	# of Credit Hours	Is this class online? (Y/N) *

Only 3 credit hours or one class per semester may be taken online. An excess of 3 online credit hours in a single semester will constitute a violation of the United States Code of Federal Regulations and will negatively impact your immigration status.

**Student's Responsibilities:**

**I, as an F-1/J-1 student, am required to enroll full time (Undergraduate = 12 credit hours; Graduate = 8 credit hours) during fall and spring semesters.**

- Total hours of enrollment for BGSU and concurrent school combined must meet the full time requirement described above.
- As a BGSU F-1/J-1 student, I must complete a minimum of 50 % or more of my credit hours at BGSU.
- Failure to maintain full-time enrollment will result in termination of my F-1/J-1 visa status and subject me to deportation.

**As a BGSU F-1/J-1 student, I am not permitted to work on campus at the concurrent school. Unauthorized employment will lead to termination of my F-1/J-1 visa status.**

**Classes taken must apply to my degree.**

- I will verify through my academic advisor that the courses will be applicable to my degree.
- Per University policy I am required to submit transcripts from every college attended at the end of the semester even if courses have been withdrawn. Failure to do so may result in disciplinary action.

**I must submit this form to the BGSU International Student Services by the Census date (15<sup>th</sup> day of semester) of concurrent enrollment.**

**If I decide to enroll at a different school for concurrent enrollment, I am required to submit a concurrent form again to the BGSU International Student Services.**

**I must submit to the BGSU International Student Services an official transcript proving completion of the courses at the concurrent school listed above within two weeks after the end of the semester.**

I have read and understand the above responsibilities. I verify that the information on this form is true to the best of my knowledge and the hours taken will count toward my degree requirements.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**DSO Endorsement For ISS Use Only**

The student named above is eligible to be concurrently enrolled at other institution(s), if admitted.

The student is eligible to continue attendance at BGSU upon successful completion of the current semester.

The student is currently enrolled full time at BGSU and maintaining his/her F-1 visa status.

Comment if any: \_\_\_\_\_

Approved

Denied

International Student Advisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_