
CONCURRENT ENROLLMENT REQUEST

Students wishing to enroll concurrently in another institution must complete this form and request permission in advance from the Office of Global Initiatives. In general, this form should be submitted before the 1st day of the term at EWU, however, exceptional circumstances will be considered.

Students are responsible for all financial liability accrued at another institution.

F-1 regulations at 8CFR:214.2(f)(6)(iv) allow F-1 students with authorization to enroll in two SEVIS approved schools at one time as long as the combined enrollment amounts to a full-time course of study. Students who fall below full time enrollment without permission in advance from the Office of Global Initiatives (OGI) are considered out of legal immigration status.

Credits taken concurrently at a host institution must be fully transferable to EWU and be counted towards the completion of a degree program at EWU. Final transcripts from the host institution must be provided by the student directly to the Registrar's office at EWU, regardless of final grades.

EWU
Records and Registration
201 Sutton Hall
Cheney, WA 99004

CONCURRENT ENROLLMENT REQUIREMENTS

- You are an EWU student, in good academic and immigration standing, registered in classes for the academic term of concurrent enrollment, *or* on approved authorized vacation term
- CAAR advisors have determined that the requested classes are transferable, are necessary to stay on track with program requirements, and are not available to you at EWU during the current term or when required for timely degree completion
- Your combined registration at EWU and the SEVIS approved host academic institution will equal 12 or more credits for undergraduate and post-baccalaureate students (except approved vacation term), including at least 9 credits of traditional classroom instruction (not online or hybrid)
- If the class or classes taken at the host institution are online/distance learning courses, only one class (or 3 credits) can be used to fulfill the full-time study requirement. On-line and distance education courses include all classes that do not require the student's physical attendance for classes, examinations or other purposes integral to the completion of the class
- Attendance at the host school is based on advance permission from an OGI Designated School Official (DSO)
- Students not approved for concurrent enrollment at another institution or students not on annual vacation who will not be enrolled for the majority of their credits at EWU, must request a transfer of their SEVIS I-20 record to the new institution

OGI processing time for concurrent enrollment requests is a minimum of 5 business days after receipt, depending on SEVIS registration requirements and current request load

When your request has been processed, you will receive an email through your Eagles email address confirming or denying your authorization for the specified term, host institution, and classes

OGI USE ONLY

DSO Approval: _____ Date: ____/____/____

Entered into SEVIS Remarks Date: ____/____/____ by _____

CONCURRENT ENROLLMENT PROCEDURE

In order to obtain approval to concurrently enroll at EWU and another SEVIS approved academic institution:

1. Complete the Student Information portion of this form, and list the course name and number at the host institution in the verification section
2. Submit to the Center for Academic Advising & Retention (CAAR) in Monroe Hall
 - a. If there is an established course equivalency, CAAR advisors verify that classes you plan to take fulfill EWU course requirements and are not available to you at EWU during the current term or when required for timely degree completion. Advisors may offer alternative options that do not require concurrent enrollment
 - b. If there is not an established equivalency, CAAR will submit the request to the academic Department to verify whether the course will be approved and for what equivalency
3. CAAR sends the form to OGI global@ewu.edu
4. An immigration advisor emails the student indicating whether or not concurrent enrollment is approved based on the certifications from CAAR (and Departments, where applicable)
5. Student submits proof of concurrent enrollment to OGI by the 10th day of the EWU term (document must include showing student name, course name, course meeting days/times, and term enrolled – receipts and or course schedules are acceptable)
6. Student submits an official transcript from the host institution to the EWU Registrar as soon as grades become available to document enrollment requirements were met. Failure to submit transcripts may result in losing your F-1 status and termination of your SEVIS record.

STUDENT INFORMATION

Name: _____ EWU ID _____

Major(s)/Minor(s): _____

I request concurrent enrollment at: _____ between (dates) _____ and _____

I understand that submission this form does not constitute permission for concurrent enrollment, and that I must receive authorization from an OGI immigration advisor. I understand I am required to submit evidence of enrollment at another SEVIS approved institution by the 10th day of the term if my concurrent enrollment is approved. I further understand I must remain enrolled at the host institution throughout the academic term, and that if I fail to provide proof of enrollment at the host institution or a transcript after the term, I may be considered out of status. I understand permission, if granted, is for one academic term only, and limited to the specific classes approved.

Signature: _____ Date: ____/____/____

CAAR CERTIFICATION

Host Institution Course #	Host Institution Course Title	Online?	EWU Equivalent Course	Credits for EWU
Total:				

I certify that for the student's declared major, minor, or other graduation requirement:

Check one box below

the course(s) listed above are necessary

the course(s) listed above are not necessary

Check one box below

the course(s) listed above are not available for a timely graduation

the course(s) listed above are available for a timely graduation

Name: _____ Title: _____

Office/Department _____ Phone: _____

Signature: _____ Date: ____/____/____