

Concurrent Enrollment Recommendation Form

Concurrent Enrollment: An F-1 student can be enrolled in two different SEVIS-approved schools at the same time, as long as the combined enrollment amounts to a full time course of study. **This form must be returned before the drop/add period ends at University of Washington Bothell.** Failure to do so could result in information being sent to SEVIS that you are not enrolled full-time, which is a violation of immigration regulations for students on an F-1.

The concurrent enrollment provision is applicable only to those who will be registered less than full time at UWB, and who are relying on enrollment at another school in order to meet the full course of study requirement. As long as the student is enrolled full time at UWB, he or she does not need special permission to take additional courses at another school.

To Be Completed by the Student:

Name: _____ Student ID: _____

Email: _____ SEVIS ID: _____

By signing below, I hereby agree and understand:

- I am required by federal law to register for either 12 credit hours if an undergraduate student or 10 credit hours if a graduate student.
- **Between my registration at UWB and my registration at the second school, I meet the full-time enrollment requirement. To concurrently enroll, you must take the majority (at least 7 credits) of your required 12-credit minimum at UWB, or for graduate students, at least 6 of your 10-credit minimum at UWB.**
- If I fail to be enrolled through the end of the current quarter as a full-time student, I understand that UWB will terminate my I-20 for failure to maintain my visa status.
- To prove to CIE that I was enrolled as a full-time student for the entire quarter, I understand that I must provide CIE with official transcript from the other school at the end of the current quarter showing my grade(s). The transcript must be submitted no later than the start of the following quarter.
- In order to change my registration or drop a class at either UWB or the second school, I must first receive written approval from the CIE at UWB; failure to do so may cause me to lose my F-1 student status.
- My academic department will allow courses taken at the second school to transfer back to UWB.
- I must provide CIE with a copy of my registration form from another school prior to the drop/add period at UWB.

Signature: _____ Date: _____

To Be Completed by Student's Academic Advisor at UWB:

This concurrent enrollment is authorized for: _____ quarter, 20____.

Course Name: _____ Course # _____ Credits: _____

Is this course necessary for the student's degree at UWB? Yes: _____ No: _____

Is this course eligible to transfer to UWB? Yes: _____ No*: _____

**If no, then the student is not eligible for concurrent enrollment.*

Academic advisor's signature:

As the student's academic advisor, I have met with the student and I approved that the course above is transferable towards his/her degree at UWB.

Signature: _____ Date: _____

Name: _____ Department: _____

To be completed by the International Student Advisor at the College/University where student will be enrolled other than UWB.

Student has been granted permission for concurrent enrollment and is to be considered enrolled full-time as long as the conditions outlined on this form are met.

Name of Institution: _____ Dates of enrollment: _____

Course Name: _____ Course # _____ Credits: _____

Print Name of International Advisor/DSO _____

International Advisor/DSO signature: _____

Contact information:

Email _____ Phone: _____ Date: _____

For Office Use Only:

- SDB310 checked to confirm student is ineligible for VQ
- Student's registration form from non-UWB school is received.
- Student submitted RCL form.
- SEVIS Registration complete on: _____ by _____
- Student will submit non-UWB official transcript to CIE office on ___/___/20___
- Put on outlook calendar as a reminder to check transcript on ___/___/20___
- When CIE office receives non-UWB official transcript will send to admission specialist.