

Office of International Affairs
International Student & Scholar Services

Concurrent Enrollment Form

Per federal regulations, all F-1 students at CU Denver are required to be fully enrolled during the fall and spring semesters, and the summer semester if it is their first or final semester in the program. Undergraduates must take 12 credit hours each fall and spring semester (and 6 credit hours in the summer semester if it's their first or final semester). Graduate students must take 5 graduate credit hours each fall and spring semester (and 3 credit hours in the summer semester if it's their first or final semester).

An F-1 student can be enrolled in two different SEVIS-approved F-1 schools at the same time as long as **the enrollment in both schools amounts to a full course of study**. The concurrent enrollment provision requires the school from which the student will earn their degree or certification to maintain the student's Form I-20, handle all SEVIS and other reporting requirements, and ensure that the student is pursuing a full course of study.

Reasons to fill out this form (check all that apply):

- To use enrollment at another institution to meet the requirement of full-time enrollment
- To request a concurrent enrollment letter from ISSS to assist my enrollment at another institution

Procedures:

- 1) If student is using enrollment at another school to meet the requirement for full-time enrollment, they must submit the following to ISSS in addition to this form: (a) a class schedule *at the beginning of the semester* as proof of credits enrolled in, and (b) an unofficial transcript *at the end of the semester* as proof of total credits earned. **Failure to do either of the steps may result in the student falling out of F-1 status.**
- 2) If the student wants to transfer the credits taken back to CU Denver, they must turn in *official* transcripts to the Registrar's Office for review.

I have read the above procedures and understand that it is my responsibility to follow the procedures to ensure that I fulfill the requirement of full-time enrollment and/or that I successfully transfer my credits back to CU Denver. *Please initial:* _____

Section I: To be completed by the student

Name of Student: _____ Date: _____

CU Denver Student ID Number: _____ Major: _____

Please check which of the two scenarios below applies to you:

- I will be registered for less than full-time at the University of Colorado Denver and are relying on enrollment at another school to meet the requirement that they be enrolled for a full course of study.
- I have at least 12 credit hours (5 for a graduate student) at the University of Colorado Denver and plan to register for additional classes at another school.

Enrollment Information:

Semester student is requesting concurrent enrollment: Fall/Spring/Summer (circle one) and year _____

Number of credit hours student is currently taking at CU Denver: _____

Name of Institution of concurrent enrollment _____

Course name(s) and number of credit hours student intends to take at another institution:

Course Name	Credit Hours

Reason to take classes outside of CU Denver:

- Class(es) is/are not offered at CU Denver this term
- Student must take a class/classes not offered at CU Denver (pre-requisite)
- Other (please explain below)

If other, please specify: _____

Section II: To be completed by CU Denver Academic/Program Advisor

- I confirm I have reviewed Section I and the information provided is correct to the best of my knowledge.

Additional justification, if any: _____

Printed name of the Academic Advisor: _____

Signature: _____

Date: _____