

Concurrent Enrollment Procedure for International (F-1) Students

Concurrent Enrollment Regulations for F-1 Students

In order to maintain an active F-1 status, students must be enrolled in a full-course load of study at Westcliff University. Students can concurrently enroll at another institution as long as it does not affect their attendance and academic performance at Westcliff University. Additionally, students are required to report and update the DSO with all enrollment/completion information at the concurrent school/institution as well as any changes that may occur at either school.

Required Documents:			
Befor	e the semester starts		
	Complete Concurrent Enrollment Request Form		
	Provide evidence of enrollment at concurrent school/institution (i.e. class schedule, class registration form, etc.)		
	Meet with the Department of International Affairs		
After	the semester ends		
	Submit an unofficial copy of your transcript – indicating that you have completed the course(s) and maintained full-time enrollment		
	Meet with the Department of International Affairs		



Concurrent Enrollment Request Form

Section A (to be completed by student):				
Last Name:	First Name:	Middle Name:		
WU Student ID #	SEVIS ID #			
Degree Objective:				
■ Undergraduate: □ ■ Graduate: □	BBA BA ED MBA MA TESOL	□ DBA		
Concentration (if applicable):				
Email		_Tel		
Degree Start Term Expected Degree Completion (as indicated on your I-20 form) (as indicated on your I-20 form)				
Intended Major (cannot be undecided)				
Name of School/Institution you w	ish to attend			
Concurrent School Contact Infor	rmation			
Email	Email Tel			
Term/Year you plan to enroll: ☐ Fall ☐ Spring ☐ Summer Year				
List of course(s) you plan on taking:				
Course Title	Туре	Units		
By signing below, I hereby agree and understand that: 1) I am required to be enrolled in a <u>full-course of study</u> at Westcliff University. 2) I must uphold my academic performance and attendance at Westcliff University while taking additional courses at another school in order to maintain my status as an active F-1 student. 3) I am required to provide any documents indicating that I have registered and completed the course(s) as well as maintained my full-time enrollment. 4) I must report any changes that happen at either school to the DSO at Westcliff University. 5) Failure to submit proof of registration or completion documents may result in review of my SEVIS record				
Student Signature:		Date:		



Section B (to be completed by Designated School Official (DSO):				
Checklist for Approval of Concurrent Enrollment:				
 □ Complete Concurrent Enrollment application form □ Meet with an academic/international advisor □ Proof of Registration in classes from concurrent school/institution, indicating enrollment □ Unofficial copy of transcript from concurrent school/institution 				
Date Received: Initial:				
Date Approved Initial:				