

## Concurrent Enrollment Procedure for International (F-1) Students

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### 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.

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### Required Documents:

#### Before 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





**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: \_\_\_\_\_