

## Concurrent Enrollment Request

Concurrent enrollment allows undergraduate international students to take additional classes at another school while taking classes at WOU. The Office of International Education & Development (OIED) will maintain the student's SEVIS immigration record and confirm that they continue to be registered for at least 12 credits. If the student plans to get their degree at a school other than WOU, the student must complete a transfer to the new school and receive the transfer school's I-20 form.

**By completing this form, I agree to follow the concurrent enrollment policy at WOU.**

- I understand that I must register for a total of at least 12 credits as an undergraduate student or be approved for a Reduced Course Load.
- I understand that I must take a minimum of at least 6 credits at WOU.
- I understand that I must be enrolled in at least 9 on campus credits and only 3 credits of online courses will count towards the 12 credit minimum required by immigration. (Failure to do so will result in SEVIS termination).
- Fill out the information for a Concurrent Enrollment Letter below for each class not to be taken at WOU.
- By the first week of class, print out a detailed class schedule from the concurrent enrollment school and turn it in to OIED. It must contain your *full name, term of attendance, classes being taken, and the number of credits*. (Usually found at "Student Menu-Registration->Schedule-Student Detail Schedule" in the school's online system.)
- Once grades are released at the end of the term, submit an *official transcript* to OIED for grades to transfer and to confirm you were enrolled the entire term. **Failure to submit a class schedule at the beginning of the term, or an official/unofficial transcript at the end of the term may result in SEVIS termination.**

Name: \_\_\_\_\_ WOU ID: V\_\_\_\_\_

(Last/Family Name)                      (First Name)                      (Middle)

Mailing Address: \_\_\_\_\_

(Street & Apt#)                      (City)                      (State)                      (ZIP Code)

Phone Number: \_\_\_\_\_ Term of Concurrent Enrollment: \_\_\_\_\_

**I would like a Concurrent Enrollment Letter for the following school(s):**

**School Name:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

Course Code: \_\_\_\_\_ # of Credits: \_\_\_\_\_  Online Course  On Campus Course

**School Name:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

Course Code: \_\_\_\_\_ # of Credits: \_\_\_\_\_  Online Course  On Campus Course

# Credits at WOU: \_\_\_\_\_ Additional Comments: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For OIED use only:**

Concurrent enrollment approved: \_\_\_\_\_  Portal/Google Docs updated  
(DSO initials and date)

Registered at WOU for: \_\_\_\_\_ CE Credits: \_\_\_\_\_ Class schedule: \_\_\_\_\_ Transcript: \_\_\_\_\_  
# # (Date Received) (Date)