

## Concurrent Enrollment Request

Students can maintain F-1 visa status by completing courses concurrently at another university or college while remaining on an SAU Tech I-20 if they meet all the requirements listed on this Concurrent Enrollment Request form.

### Procedures:

1. Before enrolling concurrently, verify with your advisor that the course meets your degree requirement and that the course will transfer to your specific degree program.
2. Check with the school you wish to enroll for their admissions requirements for students who wish to concurrently enroll.
3. Submit a **completed Concurrent Enrollment form with the admission letter** to your DSO or PDSO for each semester of concurrent enrollment by the first day of classes.
4. Enroll and complete the concurrent courses.
5. Submit your transcript from the university/college you concurrently enrolled to your DSO or PDSO to show that you met your full-time requirement for that semester.
6. Arrange for the transfer of credit by the first day of class of the following semester.
7. Remember that you must complete this process every semester you wish to enroll concurrently.

Note: Consult other campus offices to determine if reducing your credit hours at SAU Tech will affect your student worker positions or campus housing.

### Student Information

Student Name: \_\_\_\_\_ SAU Tech ID#: \_\_\_\_\_  
Last Name First Name

Local Address: \_\_\_\_\_  
Street Apt City State Zip

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_  
Semester/Year

### Concurrent Enrollment Information

Name of Concurrent School: \_\_\_\_\_ Enrollment Semester/Year \_\_\_\_\_

SAU Tech Course			Concurrent School Course		
Course ID	# Credit Hrs	Is class online?	Course ID	# Credit Hrs	Is class online?
		Y / N			Y / N
		Y / N			Y / N
		Y / N			Y / N

# Southern Arkansas University Tech

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Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

## Student's Responsibilities

- ✓ **I, as an F-1 student, am required to enroll full time (12 credit hours) during fall and spring semesters.**
  - Total hours of enrollment at all institutions combined must meet the full time requirement described above.
  - As an SAU Tech F-1 student, I must complete a minimum of 50% or more of my credit hours at SAU Tech.
  - Failure to maintain full-time enrollment will result in termination of my F-1 visa status and subject me to deportation.
- ✓ **As an SAU Tech F-1 student, I am not permitted to work on campus at the concurrent school. Unauthorized employment will lead to termination of my F-1 visa status.**
- ✓ **Classes taken must apply to my degree.**
  - I will verify through my academic advisor that the courses will be applicable to my degree.
  - Per SAU Tech policy, I am required to submit transcripts from every college attended at the end of the semester even if courses have been withdrawn. Failure to do so may result in disciplinary action.
- ✓ **I must submit this form to my SAU Tech PDSO or DSO by the first day of classes.**
- ✓ **If I decide to enroll at a different school for concurrent enrollment, I am required to submit a concurrent form again to my PDSO or DSO.**
- ✓ **I must submit to my PDSO or DSO an official transcript proving completion of the courses at the concurrent school listed above within two weeks after the end of the semester. A transcript hold will be placed on my account.**
- ✓ **I have read and understand the above responsibilities. I verify that the information on this form is true to the best of my knowledge and the hours taken will count toward my degree requirements.**

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

## PDSO/DSO Endorsement

- The student named above is eligible to be concurrently enrolled at other institution(s), if admitted.
- The student is eligible to continue attendance at SAU Tech upon successful completion of the current semester.
- The student is currently enrolled full time at SAU Tech and maintaining F-1 visa status.
- Comment, if any:  
\_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_