UNIVERSITY OF NORTHERN COLORADO
Center for International Education

CONCURRENT ENROLLMENT REQUEST

International students may enroll concurrently at more than one school if they have gained approval **before** enrolling in concurrent courses at an institution other than UNC. This form, and proof of admission to the concurrent institution, must accompany the students' written request. This form, once complete and signed, also serves as an appropriate letter of approval from UNC. The following conditions also apply:

- Completing this form does NOT guarantee approval of concurrent enrollment.
- Allow 5 business days for each of the approval below.
- The request must be approved BEFORE classes begin.
- Requests are valid only for the term specified below.
- F & J visa students may only enroll in SEVIS-approved schools.
- F & J visa students must maintain full-time status during the fall & spring terms. Additionally:
  - 50% or more of credits for semester must be taken at UNC.
  - Submit a copy of your schedule after you enroll.
  - Submit a copy of your transcript showing the letter grade after completion.

STUDENT INFORMATION

Student Name: _____ Bear Number: _____

E-mail: _____ Classification: ☐ Graduate OR ☐ Undergrad

Sponsorship ID (if applicable): _____ Major: _____

I understand that the class below will support my academic endeavors at UNC and will transfer if a grade of at least C- is achieved. After the completion of the course, I will submit an official transcript to the UNC Registrar's office.

Student Signature: _____ Date: _____

CONCURRENT COURSE

Concurrent Institution: _____ SEVIS School Code: _____

Course Name: _____ Course Number: _____ Credit Hours: _____

Instructional Method: ☐ Face-to-Face   ☐ Online   ☐ Mixed

Term: ☐ Fall   ☐ Spring   ☐ Summer   Year: _____

Term type ☐ Semester   ☐ Quarter   ☐ Other (indicate begin and end dates): _____

UNC EQUIVALENT COURSE

Course Name: _____ Course Number: _____

Credit hours: _____ Check one: ☐ LAC ☐ Major Core ☐ Minor Core ☐ Elective

Reason for the Request: _____

_____

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APPROVALS

Note to Advisors: US immigration regulations allow international students to take courses at another institution while registered at UNC. Before a student can enroll they must show proof that the class they want to take will transfer to UNC. Please verify that the course listed above will transfer to UNC if all criteria are met.

1) **Academic Approval:** I certify that the above class is part of the student academic plan and will apply toward their degree if a grade of at least C- is achieved. *Note: Approval from Liberal Arts Core comes from the Registrar and for a Major course from the Academic Advisor.*

   Academic Advisor Name: _____

   Comments: _____

   Signature: _____ Date: _____

2) **Registrar Approval:** I certify that the above course, at the indicated institution, will transfer to UNC if a grade of at least C- is achieved.

   Registrar Name: _____

   Comments: _____

   Registrar Signature: _____ Date:_____

3) **International Approval:** I certify that the above information is complete and accurate to the best of my knowledge. This student has been approved to take classes concurrently at UNC and another school.

   International Advisor: _____

   Comments: _____

   Advisor Signature: _____ Date: _____