

Procedure for Concurrent Enrollment

Immigration regulations require international students to be enrolled full-time in their degree program named on their I-20 or DS-2019. Undergraduate students must be enrolled in 12 credit hours and graduate students must be enrolled in 9 credit hours. The full time requirement can be met with course(s) taken at another university. These courses must transfer to Missouri S&T and apply to the student's degree program.

1. Obtain and complete the Concurrent Enrollment Form from the Office of International & Cultural Affairs.
2. Meet with your Academic Advisor to complete part C of the Concurrent Enrollment Form.
3. Print proof of course equivalency for concurrent enrolled course at Registrar's Office website (<http://registrar.mst.edu/>) - Transfer Credit - Course Equivalency Database. It is your responsibility to verify that the class(es) you will take will transfer back to Missouri S&T AND that the course(s) you will enroll in are required by your Missouri S&T course of study.

The Registrar's website has information about transferring courses back to Missouri S&T. If you have questions, please contact the Registrar's Office. If the class you wish to enroll in at another college or university is not listed, it does not mean that the class will not transfer to Missouri S&T. It simply means that the course has not yet been evaluated for transfer credit. For questions about course equivalencies, please contact the Registrar's Office at (573) 341-4181 or at registrar@mst.edu.

4. Return the completed Concurrent Enrollment Form to the Office of International & Cultural Affairs.
***IF YOU ARE DROPPING A MISSOURI S&T COURSE - YOU SHOULD NOT DROP THE CURRENT MISSOURI S&T COURSE(S) UNTIL THE CONCURRENT COURSE BEGINS AT THE OTHER UNIVERSITY/COLLEGE. (This is to ensure that you maintain your full-time enrollment requirement for immigration purposes.)**

Sponsored students,

- o **You are required to provide proof of approval from your sponsoring agency before a Concurrent Enrollment Letter will be issued.**
 - o **SACM sponsored students should request approval from Sponsored Student Services in 104 Norwood Hall.**
5. Please allow a minimum of five business days for processing. Please ensure that you have submitted all required documents:
 - o Copy of your Missouri S&T add/drop slip if applicable
 - o Proof of course equivalency for concurrent enrolled course
 - o If you are a sponsored student, documentation to show proof of your sponsor's approval of concurrent enrollment
 6. The Office of International & Cultural Affairs will email you when a Concurrent Enrollment Letter is completed. Submit this letter to the institution where you will enroll for concurrent enrollment.

7. To complete the concurrent enrollment process, please provide a copy of proof of registration including course name, number and number of credit hours of the concurrent enrolled institution to the Office of International & Cultural Affairs. If you are enrolled less than full time at Missouri S&T, your SEVIS record will continue to show under enrollment and you will not be registered in SEVIS until you have provided proof of registration for your concurrent enrollment. This could result in your being in invalid F-1/J-1 immigration status.

IMPORTANT FOR YOUR IMMIGRATION STATUS!!!

The concurrent enrollment process is NOT COMPLETE until you have submitted the proof of registration from the institution that you are enrolled for concurrent enrollment.

Sample of Missouri S&T Course Equivalencies

Course Equivalency

Columbia College - MO		Missouri University of Science and Technology			
Course / Title	Hours	QTR / SEM	Applies To	Equivalent Course / Equivalent Title	Hours
SPS 1900 TO CURRENT BIO 110 Principles Of Biology	3	Semester	General Undergrad	BIO SCI 1113 General Biology	3
SPS 1900 TO CURRENT BIOL 110 Principles Of Biology	3	Semester	General Undergrad	BIO SCI 1113 General Biology	3

[Course Equivalency](#) | [Select Campus](#) | [Select UM Subject](#) | [Select UM Course](#) | [Select Ext School](#) | [View Results](#)

6. Please provide the course(s) information:

Concurrent Enrolling University / College Course Information	Corresponding Missouri S&T Course Information
Course 1: Course Name: _____ Course Number: _____ Credit Hours: _____	Course Name: _____ Course Number: _____ Credit Hours: _____
Course 2: Course Name: _____ Course Number: _____ Credit Hours: _____	Course Name: _____ Course Number: _____ Credit Hours: _____

7. To complete your request for concurrent enrollment, you **MUST** submit to the Office of International & Cultural Affairs an enrollment letter or proof of registration from the institution that you are taking the above course(s). The enrollment letter or proof of registration must include the name, course number and number of credit hours. SACM sponsored students must also submit a copy of the financial guarantee letter issued by SACM to the concurrent university for the concurrent enrollment.

C. TO BE COMPLETED BY THE ACADEMIC ADVISOR OF THE STUDENT APPLYING FOR THE AUTHORIZATION

By signing below, the academic advisor agrees the course(s) above is/are eligible for transfer to Missouri S&T and meet outstanding requirement(s) for the student's degree program.

Signature of Academic Advisor: _____

Print Name: _____

Date: _____

Approve complete request. _____

Approve request in part. _____

Details:

Deny Request. _____

Comments:
