

## 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 a **minimum of 12 credit hours** and graduate students must be enrolled in a **minimum of 9 credit hours**. The full time requirement can be met with course(s) taken at another **SEVP-certified university**. A list of SEVP-certified schools is available online at [studyinthestates.dhs.gov/school-search](http://studyinthestates.dhs.gov/school-search). 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 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](mailto:registrar@mst.edu).
4. Return the completed Concurrent Enrollment Form to the Office of International Affairs after reviewing the important considerations below:
  - a. **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.*)
  - b. **SPONSORED STUDENTS** - *You may have additional forms that require completion by your sponsor before you may submit your application to the IA office. Please check with Sponsored Student Services, located in 111 Southwestern Bell Cultural Center, to determine if any additional forms are required with your application.*
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 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 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	<a href="#">BIO SCI 1113</a> General Biology	3
SPS 1900 TO CURRENT BIOL 110 Principles Of Biology	3	Semester	General Undergrad	<a href="#">BIO SCI 1113</a> General Biology	3

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

# Request for Concurrent Enrollment

Date of Request: \_\_\_\_\_

**A. TO BE COMPLETED BY THE STUDENT APPLYING FOR CONCURRENT ENROLLMENT AUTHORIZATION**

Student Last Name (Family): \_\_\_\_\_  
Student First Name (Given Name): \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Student Email Address: \_\_\_\_\_  
Academic Department: \_\_\_\_\_  
Degree Level                                      BS     MS     PhD     Full time ALI   
Semester and year current program began: \_\_\_\_\_  
Projected Date of Graduation or Degree Completion                      \_\_\_\_\_

**B. Please provide information as requested below**

1. How many credit hours are you enrolled in this semester at Missouri S&T? \_\_\_\_\_  
2. Have you dropped any courses this semester(s)?    Yes     No   
If you have, please explain the reason(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been enrolled in less than the number of hours required to remain in valid immigration status? (minimum of 12 for undergraduates, minimum of 9 for graduates) Yes     No

If you have ever been under enrolled, please explain the circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please provide the name and telephone number of the educational institution for which you are requesting concurrent enrollment.

Name of the Educational Institution: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

5. Beginning and ending term dates of the course(s) for which you are requesting concurrent enrollment.

Term Begin date: \_\_\_\_\_ Term End Date: \_\_\_\_\_

-----Please see back-----

6. Please provide the course(s) information:

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

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

Please indicate the following under items 1 and 2:

- 1. Will transfer                      Will not transfer
- 2. Recommended                      Not Recommended                      Deny, please provide explanation below.

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL AFFAIRS**

8. Are you currently a sponsored student who is sponsored by their home government? Yes  No

If yes, please list your sponsor's name below:

\_\_\_\_\_

Signature of Sponsored Student  
Services:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature of International Student  
Advisor:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Date:

\_\_\_\_\_