

Concurrent Enrollment, Distance Ed & Online Courses

Request to count courses not taken on KU Campus as part of full time enrollment (Fall and Spring semesters only)

F-1 and J-1 regulations require students to be in a full course of study (generally, 12 credit hours for undergraduates and 9 credit hours for graduates) each Fall and Spring semester. With approval, students are allowed to count Distance Ed/Online courses (limited to total 3 credits per semester), and/or courses taken at another SEVIS approved school as part of their full time enrollment. However, at least half of the credits required for full time enrollment must be taken on the KU campus.

Do you need approval on this form from KU ISSS to count additional credits?

1. **NO** form needed if you are enrolled full time on KU campus (however, see #3).
2. **YES**, approval needed if you are not enrolled full time on KU campus and want to count credits taken at another institution (including KU Continuing Education [KUCE]).
3. **YES**, approval needed if you are enrolled full time on KU campus and now want to drop below full time at KU. You must **get approval** to count your off campus credits **before dropping** the KU course.

Summer: No approval is needed for summer enrollment at another school, however if summer is your first or final term, you must take at least 1 credit hour on the KU Campus.

To be Eligible:

- Must be in legal F-1 or J-1 status
- Must remain on a KU I-20 or DS-2019 during the semester for which the approval is granted
- Must have transferred to KU the grades or have a grade report on file with ISSS from any previous concurrent enrollment, Distance Ed/Online course that was part of the required minimum hours

Fall and Spring requirements:

- **Request approval before the 20th day of classes, or before dropping below full time at KU**
- Complete the course on or before the end of the semester for which approval is granted
Note: KU Continuing Ed (KUCE) courses must be completed within the same semester of initial enrollment in order to be counted.
- Take at least half of the credits required for full time enrollment on the KU campus (ex. at least 6 credits for undergrad, 5 credits for grad, on KU campus)
- Limit Distance Ed or On-Line enrollment to 1 course or 3 credits per semester
- Combined enrollment must total a full course of study
- Only take courses at SEVIS approved colleges and universities
- Upon completion of approved off campus course, transfer credits to KU or bring a grade report to ISSS to verify completion of combined full time enrollment

Approval process

- If enrolling at more than one school/department other than KU = use separate forms per school

The request form must be completed by you and the Registrar/Administrator at the other school/department. When it is complete, please bring the completed form to ISSS during walk in times (1:30-4:00pm Monday-Friday) or you can make an appointment by calling 785-864-3617.

There is no fax or "drop off" provision for obtaining this approval.

Important: If approval to count enrollment at another school or Distance Ed/On-Line courses has not been granted by the deadline, you may be in violation of your legal status.

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Student Section: Print clearly.

Family name _____ Given name _____
(surname)

KUID # _____ Phone _____

Requesting approval for Fall, 20____ Spring, 20____ (no summer approval needed)

I request permission to count the following as part of my required full time enrollment:

Check one: Online or Distance Ed course (incl. KUCE) _____ Lecture course _____
(maximum of 1 course or 3 hours total per semester)

Name of the course _____ Credit hour _____

Offered by (institution) _____

Second course from the same school, if any

Check one: Online or Distance Ed course (incl. KUCE) _____ Lecture course _____
(maximum of 1 course or 3 hours total per semester)

Name of the course _____ Credit hour _____

By my signature, I acknowledge that I cannot drop these credits without prior approval from KU ISSS and that I have read and understand all the requirements described on the reverse side (page 1).

Student signature _____ Date _____

Registrar or Administrator Section

(from the other institution, including KU Continuing Education [KUCE])

I verify that this student is officially enrolled in the course(s) listed above for _____ total credit hours and that no more than 3 credit hours are from an Online or Distance Ed course (incl. KUCE).

Signature _____

Print Name _____ Title _____

Email _____ Phone _____

*Bring completed form to ISSS during walk in hours of 1:30-4:00pm Monday-Friday or
Schedule an appointment between 9:00 and 11:00am Tuesday-Friday.*