

Concurrent Enrollment, Distance Ed & Online Courses

Request to Count Courses Not Taken on KU Campus as Part of Full-Time Enrollment

F-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 a total of 3 credit hours 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 #4).
2. **NO** approval 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.
3. **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]).
4. **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.

To be Eligible:

- Must be in legal F-1 status
- Must remain on a KU I-20 during the semester for which the approval is granted
- Must already have the grades transferred to KU or have a grade report on file with ISSS from any previous concurrent enrollment and/or 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**
- 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 3 credits per semester as part of full time enrollment** (for example for an undergrad: 9 hours lecture plus 6 hours online is okay; 6 hours lecture + 6 hours online is not okay)
- 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. For JCCC, the form should be completed by the International and Immigrant Student Services office (rather than the registrar's office). When it is complete, please bring the completed form to ISSS and see an ISSS advisor for approval during walk in times (1:30-4:00pm Monday-Friday).

There is no fax or "drop off" option for obtaining this approval from KU ISSS.

Important: If KU ISSS has not approved the concurrent enrollment by the deadline, you will be considered in violation of your legal status.

Concurrent Enrollment, Distance Ed & Online Courses

Request to Count Courses Not Taken on KU Campus as Part of Full-Time Enrollment

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 course/s as part of my required full time enrollment:

Offered by (institution) _____

1. Name of the course _____

Course Number _____ Number of Hours _____

2. Name of the course _____

Course Number _____ Number of Hours _____

3. Name of the course _____

Course Number _____ Number of Hours _____

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) including the restriction that only a maximum of 3 hours of online or distance ed courses can count toward my full-time enrollment.

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 following course(s):

Course Number _____ # Hours _____ Lecture or Online or Distance Ed

Course Number _____ # Hours _____ Lecture or Online or Distance Ed

Course Number _____ # Hours _____ Lecture or Online or Distance Ed

Signature _____ Date _____

Print Name _____ Title _____

Email _____ Phone _____

Bring completed form to KU's ISSS, Rm 2 Strong Hall, for final approval during walk in hours, 1:30-4:00pm Monday-Friday

KU ISSS DSO Approval Signature _____ Date _____
_____ hrs at KU + _____ hrs at other school