



International Student Services

Concurrent Enrollment Request Form

Instructions for Requesting Permission for Concurrent Enrollment:

1. Meet with your Academic Advisor to discuss your academic plan before registering for any classes at another college or university.
2. Register for the off-campus course and complete tuition payment.
3. Fill out the form below and submit to International Student Services at international@century.edu along with the following documents:
 - a. Receipt indicating payment for the course
 - b. Proof of enrollment, Example: copy of class schedule or unofficial transcript
4. After completion of the course, submit a copy of your transcript to International Student Services to verify completion of the off-campus course.

Important information regarding concurrent enrollment for F-1 students:

- International Students must enroll for a minimum of 12 credits each semester (Fall and Spring). A minimum of 8 credits must be at Century College.
- International Students may only take courses at colleges and universities that are SEVP-certified.
- This form must be completed every semester that a student requests to take courses at another college or university.
- This form must be completed before the student will be registered in SEVIS for the semester. Without SEVIS registration a student will be out-of-status.
- In order to transfer credits to Century College, after completing the off-campus course students must submit an official transcript to Transfer Student Services, W2240.

Part 1. To Be Completed by the Student: Please Type or Print Clearly

Student Name: _____

Student ID: _____ Semester of Enrollment (example Fall 2021): _____

Name of College/University where course(s) will be taken: _____

Title of Course(s): _____

Course Number(s) (example BIOL1020): _____

I certify that I understand the information above. Between my registration at Century College and my registration at the second institution I am registered for at least 12 credits or have an approved Reduced Course Load. I understand that if I change my registration in any way at Century College or the second institution without prior approval from Century College International Student Services, I may lose my F-1 status.

I have attached the following to this form:

- receipt indicating payment for the course
- proof of enrollment

Student Signature

Date

Part 2. To Be Completed by Designated School Official (DSO):

The above named student is approved to take the listed off-campus course(s):

- Yes
- No

Comments:

International Student Services/DSO Signature

Date

International Student Services/DSO Name (please print)

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.

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