



## Concurrent Enrollment Permission Request Form

This completed form confirms that the below student is currently enrolled at the University of the Incarnate Word, and intends to remain an international student at the University of the Incarnate Word. The student wishes to take \_\_\_\_ credit hours at your institution during the session indicated. The University of the Incarnate Word will continue to manage and maintain the student's SEVIS record.

\_\_\_\_\_  
UIW Academic Advisor Printed Name

\_\_\_\_\_  
UIW Academic Advisor Signature

\_\_\_\_\_  
Date

**The student must fill out this form before being allowed to concurrently enroll at an outside institution. The student must also complete:**

- Fill out the "Request to Study at Another Institution" online form at <http://www.uiw.edu/registrar/request-to-study.html> and receive an approval email from the Registrar. **Once you receive an approval email from the Registrar, print it out and submit it with this form (or email it to [intl@uiwtx.edu](mailto:intl@uiwtx.edu))**
- Submit the Admission Letter** from the school you plan to attend with this form
- Clear all holds and balances with the Business & Registrar's office.

Student name \_\_\_\_\_

(Last Name)

(First Name)

UIW ID \_\_\_\_\_ Phone \_\_\_\_\_ Sponsor \_\_\_\_\_

(i.e. SACM, World Learning, etc.)

1. Have you requested concurrent enrollment in the current semester or previous semester?  Yes  No If YES, our office must have a copy on file of your enrollment verification or concurrent enrollment transcript.
2. Permission to concurrently enroll for:  Fall  Spring  Summer Year: \_\_\_\_\_
3. Number of hours enrolled for the above semester at UIW: \_\_\_\_\_
4. I wish to enroll in \_\_\_\_\_ hours at \_\_\_\_\_  
Name of institution
5. Online Course?  Yes  No Only ONE online course per semester will count toward the minimum full-time enrollment requirement.
6. You hold UIW International Student Insurance or equivalent Sponsor Insurance (SACM, Kuwait Govt., etc.) and are should be exempt from outside institution insurance charges. Please be sure to notify the institution you plan to concurrently enroll in regarding this exemption.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**ISSS Office Use Only:** Hrs Currently Enrolled \_\_\_\_\_ Hrs Enrolled Next Term \_\_\_\_\_ Maintained Full-Time Status: Y/N

Business hold: Y/N

Copy of Study of Another Inst Submitted Y/N

Approved by Registrar Y/N

UIW ISSS Advisor Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



### Concurrent Enrollment Student Responsibility Form

Students who wish to concurrently enroll at another institution while maintaining their immigration status at UIW must request and receive permission to concurrently enroll prior to concurrently enrolling. In order to receive permission to concurrently enroll, students must be in good standing.

Students must **initial** and **sign** this form.

\_\_\_\_\_ I intend to enroll at \_\_\_\_\_ (institution) for the \_\_\_\_\_  
(semester) in the following courses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I understand that taking the same course repeatedly for credit at a second school could jeopardize my immigration status. UIW ISSS staff has advised regarding about concurrent enrollment and the UIW grade forgiveness policy, if applicable.

\_\_\_\_\_ I understand that my concurrent enrollment must be a degree requirement to count toward the minimum enrollment requirements for the purpose of maintaining my immigration status.

\_\_\_\_\_ I understand that I must complete my concurrent enrollment to count toward my minimum enrollment requirements for the purpose of maintaining my immigration status.

\_\_\_\_\_ I understand that my concurrent enrollment permission is granted for one campus only for the semester indicated.

\_\_\_\_\_ I must provide UIW Int’l Student Office with a transcript of my completed credit as soon as the grades have been posted and the transcript is available. Failure to provide a transcript could negatively affect my immigration status, up to and including a termination of my immigration status. If the concurrently enrolled credit is not transferred to UIW, it will not count toward my full-time enrollment requirement and I may lose my immigration status.

\_\_\_\_\_ I MUST provide the UIW Registrar Offices with proof of my completed credit in order for it to count toward the full-time enrollment requirements, as soon as the grades have been posted and the transcript becomes available. I understand that the Int’l Student Office will not report this information to Academic records for me.

I understand the US federal restrictions and regulations pertaining to my concurrent enrollment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date