

Concurrent Enrollment Request Form

ERAU-00026A



EMBRY-RIDDLE
Aeronautical University
DAYTONA BEACH, FLORIDA

600 S. Clyde Morris Blvd.

Daytona Beach, FL 32114-3900

Phone: (386)226-6579

DBISS@erau.edu

Concurrent Enrollment Request Form (Flight courses ONLY).

International students are required to obtain authorization for concurrent enrollment while in the U.S. in accordance with the United States Citizenship and Immigration Services (USCIS) regulations in order to maintain legal F-1 student status. Total **combined** enrollment from ERAU and other U.S. F-1 SEVIS-approved school must meet the full-time requirement. **Students must be enrolled in full-time credits by the Add/Drop deadline of each semester at ERAU.**

**** Enrollment at the other F-1 SEVP certified school must be within the semester period at ERAU. A copy of flight schedule is required at the time of approval.**

INSTRUCTIONS

Step 1: Complete the student section of this form and submit it together with off campus flight form from Flight Department to ISSS

Step 2: Pick up this form with the approval endorsement from ISSS and register for classes at the other U.S. SEVIS-approved school

Step 3: Submit proof of concurrent enrollment (i.e. flight schedule) to ISSS no later than the ERAU's ADD/DROP deadline of the current semester. **Proof of concurrent enrollment MUST include the institution name, total number of credits enrolled, start and end date of the class.**

An updated I-20 will be issued once student has been approved.

*****Note that if you have one class left to take to graduate, this class must be an in-class traditional course to be in compliance with legal guidelines governing your F-1 status.*****

To Be Completed by the STUDENT

Name: _____ ERAU Student ID: _____
Last Name First Name

Major: _____ Undergraduate Graduate

F-1 SEVIS-approved school students wants to take class at: _____

Semester approved to take classes at the above-mentioned school: _____

- ✓ By signing below, I hereby agree and understand:
- ✓ I will discuss the transfer of units with my Academic Advisor/Department and understand the course transfer requirements.
- ✓ It is my responsibility to obtain permission from my financial sponsor to take classes concurrently at another educational institution.
- ✓ I must submit proof of concurrent enrollment to ERAU ISSS no later than the ERAU ADD/DROP deadline of the current semester.
- ✓ It is my responsibility to enroll in full-time units (12 units for undergraduate and 6 units for graduate students) and maintain my full-time units at all times. *Failure to do so will jeopardize my F-1 student status.*

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- ✓ Per immigration rules, I am permitted to take one online class or its equivalent to three units of online class each semester to count towards my full-time enrollment. *If I only have one class left to take to graduate, that class must be taken as an in-class, traditional course to be in compliance with legal guidelines governing my F-1 status.*

Signature of Student: _____ **Date:** _____

To be completed by Program Coordinator/Advisor

Number of credits to be received: -----

Program Coordinator Name: -----

Program Coordinator Signature: -----

To Be Completed By ISSS

This is to certify that the above-named F-1 international student is/will be attending Embry-Riddle Aeronautical University. The above mentioned student has our permission to enroll concurrently at the SEVIS-approved school and for the semester indicated above. This permission is issued for purposes of maintaining the student's F-1 status only. This approval notice does not pre-approve or permit the academic transfer of units to ERAU. The student must verify the course transfer eligibility requirements with ERAU's academic department.

Student has been granted permission for concurrent enrollment on _____ by:

D SO Name and Title: _____ **D SO Signature:** _____

D SO Email: _____@erau.edu _____