



International and Immigrant Student Services



12345 College Blvd.
Overland Park, KS 66210-1299
913-469-7680
Fax: 913-469-7681
iiss@jccc.edu
www.jccc.edu/admissions/international

Concurrent Enrollment Verification Form for
JCCC I-20 Students Enrolling at Other Institutions

PART I: TO BE COMPLETED BY STUDENT

Last/Family Name First Name

Street address (number and name of street) City State ZIP Code

JCCC ID #: SEVIS ID#: Date of Birth: MM/DD/YYYY

Phone#: JCCC email address:

Name of Concurrent Institution:

Intended Semester of Concurrent Enrollment: [ ] Fall [ ] Spring [ ] Summer Year

Name of Concurrent Institution:

After reading and reviewing the following instructions and the instructions on the back of this form, check the boxes below and sign and date this form.

- I understand that as a JCCC I-20 student, I am required to enroll in a minimum of eight (8) credit hours at JCCC each spring and/or fall semester.
I understand that following the conclusion of this academic semester, I am required to submit to the JCCC Admissions office my official transcripts from the concurrent institution I listed above by the deadline listed on the back of this form.

I hereby give permission for the information below to be released to Johnson County Community College.

Signature Date

PART II: TO BE COMPLETED BY DSO/INTERNATIONAL STUDENT ADVISOR

Please return completed form by email at iiss@jccc.edu or by fax at 913-469-7681

Total number of credits enroll in lecture: Total number of credit enrolled online/distance learning:

Name of School Phone Number

DSO/INTL Advisor Printed Name, Title Signature

Email Address Date

PART III: TO BE COMPLETED BY IISS/DSO

Concurrent enrollment [ ] has [ ] has not been verified for Semester/year

Student is enroll at JCCC in at least 8 credit hours: [ ] Yes [ ] No MT hold placed: [ ] Yes [ ] No

BANNER updated: MM/DD/YYYY DSO Printed Name Date

## Information for Concurrently Enrolling JCCC I-20 Students Enrolling at Institutions Other Than JCCC

- Definition:** A concurrently enrolled F-1 student will attend JCCC for a minimum of two-thirds (8 credits) of his or her full-time course of study. Additional credits may come from another university/college to meet full-time enrollment.
- Requirements:**
- 1) JCCC students are required to complete a new JCCC Concurrent Enrollment Verification form prior to enrollment each and every semester *AND*
    - Ensure the form is received by the JCCC IISS office prior to the first official day of each and every fall and/or spring semester.
  - 2) An F-1 student can be enrolled in two different SEVIS-approved schools at the same time (*concurrent enrollment*), as long as the enrollment at both schools amounts to a full-time course of study [8 C.F.R. 214.2 (f) (6) (iv)]. The concurrent enrollment provision requires the school from which the student will earn his or her degree or certificate to issue and maintain the Form I-20, to handle all SEVIS and other reporting requirements, and to ensure that the student is pursuing a full course of study.
- Additional Information:** A student who will be enrolled full-time at the institution that issued his or her I-20 does not need permission from the I-20 issuing institution to enroll in an additional class at another institution.
- Limitations:**
- 1) Credit F-1 visa students on a JCCC I-20 who choose to concurrently enroll at another institution are required to enroll in a minimum of eight (8) credit hours at JCCC each spring and/or fall semester.
  - 2) If a student intends to enroll in programs with different full course of study requirements (for example, clock hours vs. credit hours), the DSO at the I-20 issuing institution is permitted to determine what constitutes a full course of study.
  - 3) Students must maintain a combined ratio of 9 hours face-to-face and only 3 hours via distance education.

### Form Completion Instructions and Processing Information

- Students:**
- 1) Complete Student Section, making sure to include your JCCC ID number, date of birth and phone number.
  - 2) Submit the form to the DSO or International Advisor of the institution at which you will concurrently enroll for the completion of Section II.
    - Return prior to engaging in studies. Failure to submit paperwork may result in loss of status.
  - 3) By the first official day of each and every fall and/or spring semester, submit to the International and Immigrant Student Services office a copy of your class schedule from the school at which you are concurrently enrolled and this form signed by the DSO from the visiting school.
    - Be certain to note your JCCC ID number on the copy of this class schedule.
  - 4) By the last official day of the JCCC semester, submit a copy of your official academic transcript from the institution at which you are concurrently enrolled, at the completion of the semester, to the JCCC Admissions office.
    - Failure to submit your transcript at the completion of each semester that you concurrently attend may result in a loss of status.
- DSOs/Int'l. Advisors:**
- 1) Complete DSO/International Advisor Section, verifying you have included your e-mail address.
  - 2) Fax the completed form to JCCC International and Immigrant Student Services at 913-469-7681 or email it to [iiss@jccc.edu](mailto:iiss@jccc.edu).
- Form Processing:** Students can expect forms to be processed by JCCC within five (5) business days. Students may call 913-469-7680 to inquire about the status of the receipt and/or processing of their concurrent enrollment verification form and/or transcripts.