



International and Immigrant Student Services



12345 College Blvd.
Overland Park, KS 66210-1299
913-469-7680
Fax: 913-469-4425
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 _____

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 have met with a JCCC academic counselor to confirm the course will transfer to JCCC.
- If summer is my final semester, it will be treated like fall or spring and all standard enrollment ratios and enrollment requirements will apply.
- 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 and notify the IISS Coordinator/DSO.

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 AT THE CONCURRENT INSTIUTION

Please return completed form by email at iiss@jccc.edu.

Total number of face-to-face credits enrolled in: _____ Total number of online credits enrolled in: _____

Name of School Phone Number

DSO/INTL Advisor Printed Name, Title Signature

Email Address Date

PART III: TO BE COMPLETED BY JCCC IISS COORDINATOR/DSO

Concurrent enrollment has has not been verified for _____
Semester/year

Student is enrolled at JCCC in at least 8 credit hours: Yes No IO hold placed: Yes No

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

Concurrent Enrollment Information for JCCC F-1 Students

What Concurrent Enrollment Means:

You may take classes at another SEVP-approved institution while studying at JCCC. To maintain F-1 status, you must take at least 8 credit hours at JCCC each fall and spring. Additional credits may come from the other institution, as long as the combined enrollment equals full-time (12 credits).

Requirements:

- 1) Submit the JCCC Concurrent Enrollment Verification Form every semester before enrolling at another school.
 - The form must reach the JCCC IISS office before the first day of each fall or spring semester.
- 2) JCCC (the school that issued your I-20) must:
 - Keep your SEVIS record
 - Report your enrollment
 - Confirm you are maintaining a full course of study
- 3) If you are already enrolled full-time at JCCC, you do not need permission to take an extra class elsewhere.

Limitations:

- 1) You must take at least 8 credits at JCCC each fall and spring.
- 2) You must maintain the required class ratio: 9 credit hours in face-to-face courses and no more than 3 credit hours online.

Steps for Students:

- 1) Complete the student section of the form, including your JCCC ID, date of birth, and phone number.
- 2) Have the DSO/International Advisor at the other institution complete Section II.
 - Submit the form before you begin classes. Not submitting may cause loss of status.
- 3) By the first day of each semester, submit the following to IISS Coordinator/DSO:
 - A copy of your class schedule from the other institution including your JCCC ID
 - The completed form signed by that institution 's International Student Advisor/ DSO
- 4) By the last day of the JCCC semester, submit your official transcript from the other institution to JCCC Admissions office.
 - **Not submitting your transcript each semester may result in loss of status.**

Processing Time:

JCCC processes concurrent enrollment forms within five business days.

Students may call 913-469-7680 to check the status of their form or transcript.