



Office of International Relations &
Global Engagement
1200 University Street, Woodburn Hall 115
Tel: 605-642-6942 | Email: international@bhsu.edu



Concurrent Enrollment Agreement

Part I: Instructions

F-1 Students: Per USCIS regulations, F-1 students are eligible to take up to three (3) credits toward full-time enrollment through distance education, either through BHSU or another school, each academic semester. Per USCIS regulations, correspondence classes (independent classes with no specific end date) will not count toward full-time enrollment.

The IRGE (International Relations & Global Engagement) office requires that concurrent classes be approved, and this agreement be signed and submitted prior to taking classes at any other institution. If classes are for full-time enrollment, all documentation must be submitted to IRGE prior to dropping below full-time enrollment at BHSU.

Part II: Student Information

Family/Last Name: _____ First Name: _____

BHSU Student ID#: _____ Major Field of Study: _____

Education Level: Bachelor's Master's

Part III: Request & Signature

Term Requested: Fall Spring _____ Year

Name of the school: _____

Enrolled Course: _____ / _____ / _____ / _____
Course Prefix Course Number Course Description # of credits

Is this course online? Yes No



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I agree to and understand the following:

- It is my responsibility to get IRGE approval for any classes that I want to enroll in at any institution other than BHSU. This form is for immigration purposes ONLY and does not guarantee any acceptance of, or transfer of, credit. Transfer credits should be approved through my college or the Registrar's Office prior the course.
- It is my responsibility to provide this form and proof of my enrollment to IRGE before I drop below full-time at BHSU, or before the Add/Drop Date each semester, if these classes are for full-time enrollment status.
- It is my responsibility to provide an official transcript from all other institutions attended, to the BHSU Registrar's Office. *If class is for full-time, it is my responsibility to provide the official transcript to the BHSU Registrar's Office no more than two (2) weeks after the end of the BHSU semester, to document completion of the course. Any exceptions for classes that complete beyond that date must be approved by IRGE. IRGE is not obligated to follow-up with the student if a transcript is not submitted on time. *If an official transcript is not submitted to the BHSU Registrar's Office by the deadline, my SEVIS record may be terminated for "failure to maintain full-time enrollment", which may require me to leave the U.S. immediately or apply for reinstatement with USCIS.*
- It is my responsibility to meet all application and financial requirements for the class. I am aware that the class might not be paid for by my scholarships and will be my responsibility to pay for the class or complete any necessary process with my scholarship provider. *Failure to pay for classes may result in you not being able to obtain a transcript at the end of the term. *This does NOT excuse the official transcript requirement and no extra time will be given to submit the official transcript.*

Student Signature: _____ Date: _____

To be completed by the academic advisor:

As the academic advisor for this student, I certify that the above course(s) will not delay or interfere with completion of the student's program.

Name of Academic/Faculty Advisor: _____

Advisor/Faculty's signature: _____ Date: _____