

Concurrent Enrollment Approval Form

This form is to be used by CCS students who are seeking approval to concurrently enroll at CCS and at another institution.

Student Information

_____ N _____
CCS Student ID Number SEVIS ID #

Family Name: _____

Given name: _____

Email: _____ Telephone: _____

Major: _____ Date of Birth: _____

Concurrent Enrollment Information

College or university where you intend to register: _____

Number of credit hours to be taken at above college or university: _____

Course code(s) and title(s):

1. _____
2. _____
3. _____

CCS equivalency:

1. _____
2. _____
3. _____

Read the statement below, sign and date. An electronic signature is acceptable.

*I certify that I have read the request form instructions and information in full, and to the best of my knowledge, the information I have provided is accurate. I understand that I will be billed for CCS health insurance (Student Assurance). I also understand that I must report address changes within 10 days of any change in current (US) or permanent (out-of-US) address. **If I should drop any of the above courses and have fewer than 12 credit hours, I will be considered out of status and my SEVIS record will be terminated for unauthorized drop below a full course of study.***

Signature _____ **Date** _____

Concurrent Enrollment Eligibility and Requirements

F-1 Students are eligible to simultaneously enroll at two institutions if they meet the following criteria.

- The combined credits taken at both institutions must total a full-time course load, at least 12 credit hours
- Student must maintain at least 9 credit hours at CCS, and a minimum of 3 credit hours at the second institution
- Courses taken at a second institution must be transferrable to CCS and must fulfill curricular requirements for the student's CCS degree program
- Course eligibility and approval will be confirmed by the ISSO
- Students are not eligible for concurrent enrollment in their final semester at CCS

Students must schedule an appointment with the ISSO in order to submit this form. Concurrent enrollment must be approved by the ISSO before student enrolls at second institution.

If approved, the ISSO will issue a new I-20 reflecting approval for concurrent enrollment. The new I-20 will record the secondary institution under the "remarks" section, on page 1.

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