

Request for Dual Enrollment, Distance Education & Online Courses for International Students

If enrolling at more than one institution other than K-State; use a separate form for each institution. The request form must be completed by you and the Registrar/Administrator at the other institution. Return the signed form to the ISSS. Provide a transcript from the other institution upon completion of the course. **No more than the equivalent of one on-line/distance education class or 3 credits per session may count towards the "full course of study" requirement.**

Important: If you are requesting approval for dual enrollment, distance education or on-line courses and it has not been granted by the deadline, you may be in violation of your legal status.

Student Section: Print clearly.

Family name: _____ Given name: _____
(surname)

WID # _____ Email: _____ Phone: _____

Requesting approval for: Fall, 20____ Spring, 20____ Summer, 20____
(Approval for summer required only if your first or final semester is during summer)

I request permission to count the following as part of my required full-time enrollment:

Check one:

Online or Distance Education course

On-site course at another institution

Name of the course _____ Credit hour (s) _____

Name of other Institution _____

Second course from the same school, if any

Check one:

Online or Distance Education course

On-site course at another institution

Name of the course _____ Credit hour (s) _____

Name of other Institution _____

By signing this form, I acknowledge that I cannot drop these credits without prior approval from the ISSS at K-State and that I have read and understood all the requirements described above.

Student signature _____ Date _____

Registrar or Administrator Section *(from the other SEVIS approved institution)*

I verify that this student is officially enrolled in the course(s) listed above for _____ total credit hours.

Signature: _____ SEVIS School Code: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____ Date: _____

Office Use:

Approved by: _____ Date: _____

KANSAS STATE UNIVERSITY

International Student & Scholar Services

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