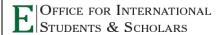


Concurrent Enrollment/ Guest Student Procedure

<u>GRADUATE STUDENTS</u>— This is the procedure ONLY if you are taking undergraduate classes – not graduate classes – at another U.S. school. If you are interested in taking graduate classes at another U.S. school, you need to contact the Graduate School for approval instructions on completing the Michigan Intercollegiate Graduate Studies Program (MIGS) application. After approval from the Graduate School, you need to submit the approved MIGS form, class schedule, and grades to the OISS (follow steps 7 and 8).

UNDERGRADUATE STUDENTS:

- Step 1: Verify with your academic advisor that the class(es) you wish to take at another school will count toward your EMU degree. Complete the Concurrent/Guest Enrollment Request Form and ask your academic advisor to sign it. If you are receiving an EMU scholarship or other type of Financial Aid/scholarship, it is your responsibility to determine if your eligibility will be affected. For example, if you are funded by the Saudi Arabia Cultural Mission (SACM), you are only allowed to take guest classes at their approved schools (even if you are paying for it). CHECK FIRST!
- **Step 2: Enroll** for at least 50% of minimum required hours at EMU (6 for undergraduate students). Registration at EMU is required only during mandatory terms (fall, winter, and summer for new students only).
- **Step 3: Bring your Concurrent/Guest Enrollment Request Form to the OISS.** The OISS front desk will prepare a concurrent/guest enrollment authorization letter for you. There is NO need for an appointment, but allow OISS proper time to process. Check with OISS for current estimated processing time.
- **Step 4**: **Complete** the MICHIGAN UNDERGRADUATE GUEST APPLICATION by **filling out part 1** at http://www.macrao.org/Publications/MichiganUniformGuestApplication.pdf.
- **Step 5: Submit the guest application and OISS letter** to Service EMU (2nd floor, Student Center) or to Records & Registration (303 Pierce Hall). They will complete part 2 and **mail the application** to the other school. **This may take 2-3 days.**
- Step 6: Admissions Decision & Registration: The other school will receive your application and make an admissions decision. Once you are admitted you will be notified and can then register for classes at the other school. Be sure to determine if the guest school will automatically enroll you in their health insurance if so, you may need to complete a waiver.
- Step 7: Bring your class schedule to the OISS within the first 15 days of the start of the semester. This class schedule proves your full-time enrollment. If the OISS does not have proof of your full-time enrollment, your SEVIS record is subject to termination.
- **Step 8: Print** a copy of your **final grades and bring it to OISS** when the semester is over. This is proof that you actually completed the class and thus were enrolled full-time. If you do not provide a copy of your grades to OISS, approval for another concurrent enrollment in future semesters will **NOT be given**.
- **Step 9:** If you would like your **credits transferred to EMU**, ask your guest school to submit a transcript to EMU's Office of Records and Registration (303 Pierce Hall, Ypsilanti, MI 48197). Only credits from grades of "C" or higher will transfer. If approved, only the credit, not the grades will count toward your EMU diploma.



The Home for International Advising, Activities, and Assistance $\,$

Concurrent/Guest Enrollment- Undergraduate Request Form

ction to be completed by stud	CIIL.	
Last	First	E ID:
Name:	Name:	
Address:	City:	State/Zip Code:
Major:	Degree Expected: (circle) Undergraduate or Gradu	Expected Date of Completion:
Have you been approved for Con	current/Guest Enrollment before? Y	es or No (circle)
If so, when were you approved?		, ,
Semester Requested:	Total # of credits you would like to	List # of credits you are enrolled in
FA WI SU (circle)	take at other school:	at EMU during requested term:
(year)	Cr.	Cr.
Guest College/University:		
Location of Guest College/Univer	sitv:	
are fall, winter and summer (for Courses I intend to take at the gu		
Name of Course		urse Number # of Credits
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Last Updated 9/5/2018 Z:\Student_Affairs\sa-ois\Documents\MASTER\OISS Forms_Updated FA18\Concurrent Enrollment Procedure.Form.docx