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## Concurrent Enrollment – Important Information

The Ohio State University recognizes full-time enrollment or full-time equivalency per semester as:

Undergraduate Students	12 Credit Hours
Graduate Students without Graduate Associate Position	8 Credit Hours
Graduate Students with Graduate Associate Position	8 Credit Hours
Graduate Students with Graduate Associate Position during Summer	4 Credit Hours
Graduate Students with University Fellowship	12 Credit Hours
Graduate Students with University Fellowship during Summer	6 Credit Hours
Post Candidacy PhD Students	3 Credit Hours

However, the regulations also state that there are certain circumstances that may justify enrollment in fewer credits at Ohio State than listed above. An F-1 student can be enrolled at Ohio State and at a different SEVIS-approved school at one time (Concurrent Enrollment), as long as the combined enrollment amounts to a full-time course of study.

The Concurrent Enrollment provision is applicable only to those who will be registered less than full-time at Ohio State and who are relying on enrollment at another school to meet the full-time enrollment requirement.

To be approved for Concurrent Enrollment please submit the Concurrent Enrollment form to the Office of International Affairs (signed by your Ohio State academic advisor and the advisor from the secondary institution) prior to the semester of Concurrent Enrollment starting. A copy of your course schedule confirming your enrollment at the secondary institution must also be attached to the form.

**Note:** No more than three (3) online credit hours per semester may count towards the full-time enrollment requirement, and this remains true for students who are enrolled concurrently. Please ensure when submitting the Concurrent Enrollment form that a total of nine (9) in-person credits are being taken if you are also enrolled for online courses at either school.

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## Concurrent Enrollment

### To Be Completed by the Student (Please Print)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Ohio State Email: \_\_\_\_\_

SEVIS ID Number: **N00** \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_Semester and Year for Concurrent Enrollment Request:  Autumn  Spring  Summer \_\_\_\_\_

**Note:** A copy of your course schedule confirming your enrollment at the secondary institution must also be attached to the form when you submit it to the Office of International Affairs.

### To Be Completed by the Academic Advisor at The Ohio State University (Please Print)

I, the academic advisor of the above-named student, certify that they are a student at Ohio State. I verify that my advisee will take/is taking the following number of credit hours at Ohio State during the requested semester and year noted above:

In-class credit hours: \_\_\_\_\_ Online/distance credit hours: \_\_\_\_\_  
(Minimum of 1 in-person credit hour required)

I consider my advisee to be a full-time student making normal progress toward a degree. I verify the work done at the other institution will integrate with the student's course of study at Ohio State.

Printed Name of Advisor: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Position Title: \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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**To Be Completed by the Academic Advisor at Secondary Institution (Please Print)**

Name of Secondary Institution: \_\_\_\_\_

I, an advisor at the secondary institution, verify that the student named above will take/is taking the following number of credit hours at the secondary institution during the requested semester and year noted above:

In-class credit hours: \_\_\_\_\_ Online/distance credit hours: \_\_\_\_\_

Printed Name of Advisor: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Position Title: \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

**To Be Completed by the Office of International Affairs (Please Print)**

Approved       Denied

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_