

Blinn Concurrent Enrollment (BCEL) Authorization Form

Purpose of Form: This request form explains the requirements for an F-1 student who would like to obtain approval to co-enroll at another school instead of at Blinn. As well as the requirements for a Blinn TEAM or TEAB International students to complete verification of their compliance with enrollment requirements each semester.

What is Concurrent (Co-Enrolled Enrollment)?

“Concurrent enrollment” means that a student is enrolled at two SEVIS approved schools at the same time.

- An F-1 student cannot co-enroll at another institution without prior approval from the International Student Team. Without appropriate approval to co-enroll, an F-1 student will be considered **out of legal immigration status**.
- During long semesters or final term, the combined number of hours enrolled must add up to a full course of study (12 hours for undergraduates) and at least half of the total must be taken at Blinn (Bryan or Brenham campus depending on your I-20 designation). The student may only take a total of 3 credits of online/blended credits.
- If the student is in their graduating semester and the required courses needed to graduate are not available at Blinn, they may be permitted to take more than half of their credit hours at the other school provided that they enroll in at least 1 hour at Blinn. Must receive approval prior to the beginning of the final semester.
- Note: If the student will be enrolled less than full-time (total between both schools), they must also obtain Reduced Course Load (RCL) authorization from the International Student Team.
- Blinn students are eligible to enroll at another institution during school vacation periods (such as Mini and Summer terms) without authorized.

Required Documents and Actions

- **First Semester:** Complete the Blinn Concurrent Enrollment Authorization (BCEL) form (page 3) and enroll in the specified courses. If you are a TEAM or TEAB student in your first semester, you must also provide a copy of your acceptance letter from Texas A&M. **Failure to complete this form (page 3) by the appropriate deadline will result in termination of your I-20.**
- **Prior to Registration:** Submit an unofficial transcript from the other school prior to the next registration open date. Print page 4 and turn it in with the transcript. This transcript must be printed within the required dates and show that you completed the previous semester courses and are in-progress in the current semester courses. If it is your first semester, the transcript will only show in-progress courses for the current semester. **Each semester registration will be blocked until a new unofficial transcript is submitted.**
- **Subsequent Semesters:** Submit the BCEL form of purposed courses for the next semester prior to the start of the semester. **Failure to complete a new form each semester by the appropriate deadline will result in termination of your I-20.**

Deadlines

Application Deadline: An F-1 student must apply for concurrent enrollment prior to the deadlines listed on our website at: <http://www.blinn.edu/international/deadlines.html>.

Concurrent Form (page 3) Deadline:

- Fall Semester: September 1st
- Spring Semester: February 1st

Unofficial Transcript (page 4) Date Range:

- To register for Fall semester: Transcript printed after March 1st
- To register for Spring semester: Transcript printed after October 1st

Enrollment Requirements

An F-1 student may co-enroll in two schools approved by USCIS if:

- Attendance at the other school does not occur without **prior** written permission of the Designated School Official (DSO) at the school where the student is enrolled in a full-time degree program (this form may be used for this purpose). Failure to receive prior written permission may result in the student losing legal immigration status.
- The combined number of hours enrolled adds up to a full course of study (12 hours for undergraduates and **at least half** of the total credit hours must be taken at Blinn.
- Only a total of 3 credits of online or blended course may be counted towards a student's full-time enrollment requirement per semester. This may be taken at either school but cannot be at both. A student cannot take more than 3 credits of online or blended courses unless they are enrolled in more than 9 credits of traditional face to face credits.
- The coursework at the other school is not vocational and will be accepted for fulfilling student's degree requirements at Blinn College.

Statements of Understanding

- **A new Concurrent Enrollment Authorization form is required for every semester in which I plan to co-enroll.** This form should be completed before registering at the new school. If I do co-enroll and the International Student Team does not have an approved BCEL form on file for that semester, I may be considered to be out of legal status with USCIS.
- If I do not co-enroll during the semester for which I have requested concurrent enrollment authorization, I should report to the International Student Team at Blinn immediately, because I may be subject to losing legal immigration status and may require a reinstatement.
- I understand that federal regulations require F-1 students to register full-time during both the Fall and Spring semesters. Full-time enrollment is defined as 12 hours for undergraduate students at Blinn.
- I understand that only 3 credits of online or blended course may be counted towards my full-time enrollment requirement per semester at either school but not at both schools.
- A student who is eligible and intends to register for the next semester is not required to register during summer or minimester terms.

Blinn College Concurrent Enrollment (BCEL) Authorization Form

This section must be completed by the F-1 student.

First Name: _____ Last Name: _____

Blinn ID: B00 Phone: _____

Requested Co-Enrollment Semester: Fall Spring Semester Year: _____

This section must be completed by the Other Institution Advisor (i.e.: TAMU TEAM or Engineering Academy Advisor).

Indicate the purposed course name, number and hours the student will take **at other school** during the co-enrolled semester:

Course Name	Course Number	# of Hours	Face to Face component (Y or N)?

Name of other institution: _____

Advisor Signature: _____ Date: _____

Title: _____ Email: _____ Phone: _____

This section must be completed by the Academic Advisor or TEAM Advisor at Blinn College.

Indicate the purposed course name, number and hours you will take **at Blinn** during the co-enrolled semester:

Course Name	Course Number	# of Hours	Face to Face Component (Y or N)?

Does this student have an academic reason to enroll at another school during the semester indicated by the student?

Yes No Reason: _____

Please acknowledge the following statement: "The student's proposed coursework at the above-mentioned school is not vocational and will be accepted to fulfill degree requirements at Blinn College."

Advisor Signature: _____ Date: _____

Student Signature

My signature confirms that the information provided on this form is true and accurate and that I read and understand the Statements of Understanding listed on the second page. Failure to comply with F-1 co-enrollment policies and meet the appropriate deadlines regarding this form could result in termination of my I-20.

Signature: _____ Date: _____

This section must be completed by the Blinn College International Team (DSO).

(DSO) Signature: _____ Date: _____

Blinn College Concurrent Enrollment (BCEL) Unofficial Transcript Cover Letter

This section must be completed by the F-1 student.

First Name: _____ Last Name: _____

Blinn ID: B00 Phone: _____

Requested Co-Enrollment Semester: Fall Spring Summer Semester Year: _____

Attach an unofficial transcript from the other institution in order to be able to register for the following semester. Follow the guidelines below to ensure all requirements are met.

Unofficial Transcript Requirements

- Must include student’s name, student ID number, and name of institution.
- Must show completed courses from previous semester as well as in-progress courses for current semester. (If it is the student’s first semester, it will only show in-progress courses for the current semester.)
- Transcript must show a print date that is after the transcript print date listed below for semester for which you attempting to register.
- Total course work each semester at both institutions must equal full time enrollment and meet all F-1 requirements regarding enrollment.

Unofficial Transcript Deadlines

- To register for Fall semester: Transcript printed after March 1st
- To register for Spring semester: Transcript printed after October 1st