

**Summer/Fall 2018 Concurrent Enrollment Permission Form
F1 Students**

If you are currently attending a college/university as an F-1 student and wish to take a course at Virginia Western Community College (VWCC), please follow these steps:

Step One – Apply to Virginia Western Community College:

Apply to the college by visiting <https://apply.vccs.edu>. You will receive your VWCC Student ID number upon completion of the application. You will need this number for completing the information below. Please do not proceed until you have applied and received your student ID number. You will also get a username and temporary password (keep for future use).

Step Two – Let Us Know Who You Are:

Name (print):

Last Name	First Name	Middle Name
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VWCC Student ID Number (required) _____

Signature: _____

Name of current school you are attending full time _____

Step Three – Let Us Know What Class/es You Wish to Take:

The class/es I wish to take

Course Name and Number _____ Circle One: Summer 2018 Fall 2018

Course Name and Number _____ Circle One: Summer 2018 Fall 2018

- **Note: Summer tuition is due May 2, 2018**

Step Four: Policy Agreement

Please read and initial each of the following statements:

- _____ There is current financial documentation on file at my full time school indicating I am able to pay for classes at my full time school and VWCC.
- _____ I am in good financial and academic standing with my institution of record.
- _____ I will only take classes authorized by my institution of record and my enrollment at both institutions cannot exceed 18 credit hours.
- _____ I will only enroll in the courses indicated in Step 3 of this document.
- _____ I must pay for my class or classes by date required or I will be dropped from class.
- _____ Failure to follow VWCC policies regarding class attendance will result in being dropped or withdrawn from that class. I may not be able to re-enroll.
- _____ I understand that, as a guest student at VWCC, I am responsible for observing all school policies. Failure to provide accurate information or failure to maintain my responsibilities as an F-1 student will be reported to my authorizing institution.

Step Five: Give Us Information from Your Current School
To be completed by the International Student Advisor/DSO

Name of International Student Advisor/ DSO _____
Title _____
Phone _____ Email _____
School Representing _____

Please Verify the Following With Your Initials:

- ___ The student has permission to take the courses requested in Step 3.
___ The student will be enrolled at your school as a full time student during the semester requested.
___ The student is an F-1 student in valid status at your school.

Advisor Signature _____ Date _____

Step Six – Gather The Following Documents (See Step Seven for Delivery Instructions)

Along with this form, please submit the following documents (**must be submitted all at once in one email**):

- ___ Current I-20 form
- ___ Current I-94 form
- ___ Unofficial transcripts
- Must verify full time status at home school during the semester you wish to take classes at VWCC
 - Must verify the proper prerequisites for the classes you wish to take
 - Must include name of school and student name

Step Seven: To Be Completed by the Student

Please scan this form and all required documents and send in ONE email. Note: We are not able to process incomplete submissions. **Note: In order to serve you as quickly as possible, this form and all of your documentation must be submitted together in one email – we cannot accept partial submissions.**

Send to: enrollmentcenter@viriniawestern.edu

Or mail copies to:

Virginia Western Community College
Enrollment Center – Chapman Hall C-108
3094 Colonial Avenue
Roanoke, VA 24015