

DUAL ENROLLMENT FORM

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

International students attending Michigan State University who wish to dual enroll at another SEVP-approved institution are required by the U.S. Department of Homeland Security to maintain full-time enrollment between their attendance at MSU and the other institution. **Steps for completion of Dual Enrollment form: Student → Academic Advisor → OISS Advisor**

Level	Total Credits Required	Minimum Required at MSU
<i>Undergraduates</i>	<i>12 credits full-time</i>	<i>6 credits minimum at MSU</i>
<i>Masters</i>	<i>9 credits full-time</i>	<i>5 credits minimum at MSU</i>
<i>Doctoral</i>	<i>6 credits full-time</i>	<i>3 credits minimum at MSU</i>

THIS SECTION TO BE COMPLETED BY THE STUDENT

Last Name: _____		First Name: _____	
Date of Birth (mm/dd/yyyy): ____/____/____		PID: A _____	Major: _____
Program Level: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral <input type="checkbox"/> ELC <input type="checkbox"/> Other: _____			
Semester of Dual Enrollment: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer (required if first or last semester) Year: _____			
Name of Other Institution: _____		City & State: _____	
# Of Credits being taken at MSU: _____		# Of Credits being taken at other institution: _____	

IMPORTANT REQUIREMENTS (Check All)

- I understand that I must maintain full-time attendance as required by the U.S. Department of Homeland Security (DHS) regulations and will enroll at MSU and the above institution as noted.
 - o **Number of credits at MSU + Number of credits at other institution ≥ full-time**
- I understand that some institutions will withdraw students if they do not regularly attend classes. If I'm withdrawn from classes, I may be considered enrolled in less than full-time and my I-20 may be terminated.
- If I will be enrolled in less than full-time classes, I will need to be authorized for a Reduced Course Load BEFORE enrolling for less than full-time.
- I understand that I must take at least half of full-time required credits at MSU, **no exceptions.**
- I will provide OISS a copy of my transcripts and course schedule for both MSU and the other institution to confirm my full-time status two weeks before last day of the semester.** I will visit OISS with or will email my transcripts & schedule to oiss@msu.edu
- I understand that I can enroll for one online course between MSU & other institution towards my full-time status.
- I understand that if summer is my first or last semester, I must enroll as a full-time student & complete this form.
- Failure to meet any of the above requirements may result in Termination of my SEVIS Record (I-20)
- Termination of I-20 means that I have violated my nonimmigrant status and my SEVIS Record (I-20) has come to an end. Termination of a SEVIS record is very serious and can have many negative consequences. It can end my ability to stay in or travel to the United States and attend school.

Student Signature: _____ **Date:** ____/____/____

THIS SECTION TO BE COMPLETED BY ACADEMIC OR GRADUATE ADVISOR

Advisors to meet with students and discuss the academic impact of taking credits at another institution & confirm the meeting by signing

Academic or Graduate Advisor (printed name): _____	
Department: _____	Title: _____
Phone: _____	Email: _____
Signature: _____	Date: ____/____/____

THIS SECTION TO BE COMPLETED BY OISS

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
OISS Advisor's Signature: _____	Date: _____