

Online Concurrent Enrollment Request Form

This is tutorial only. No login is required.

INTRODUCTION

International students can now access and receive the Concurrent Enrollment request form ONLINE! The Concurrent Enrollment request form can be found on your CSUN student portal account. You will need to log into your CSUN portal account and go to the Academics Tab. Once you click on the Academics Tab you will find the Concurrent Enrollment Form.

Step 1: Log In



Step 2: Go to Academics Tab and Under Enroll in Classes Select-

F1 Concurrent Enrollment Form

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myNorthridge LOGOUT

Ask Matty a Question **askmatty**

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My Current Classes

You are not currently registered for any classes this semester

The Colleges

Thinking about changing your major but not sure which one to choose? Visit our department websites and see which pique your interest.

[Mike Curb College of Arts, Media, and Communication](#)
[David Nazarian College of Business and Economics](#)
[Michael D. Eisner College of Education](#)
[Engineering and Computer Science](#)
[Health and Human Development](#)
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myCSUNprofile

You're a proud Matador, and myCSUNprofile allows others at

Step 2: Complete the online form

CSUN Northridge Unity F X +

https://mynorthridge.csun.edu/ppp/PANPRD/EMPLOYEE/EMPL/s/WEBLIB/NRPA_FRM/SCRIPT3.FieldFormula/Script/UnityForm_Integration?F1=IS_ConcurrentEnrollmentLIForm&=PRD

Personalize SkipNav My Links Select One Logout

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International students are required to obtain authorization for concurrent enrollment while in the U.S. in accordance with the United States Citizenship and Immigration Services (USCIS) regulations in order to maintain legal F-1 student status. Total combined enrollment from CSUN and other U.S. SEVIS-approved school must meet the full-time requirement. Students must be enrolled in full-time units by the Add/Drop deadline of each semester at CSUN.

INSTRUCTIONS

Step 1: Complete this form and submit. Please check the processing time of this request on our website.
 Step 2: Once you receive the email from IESC with the FSA approval endorsement, then register for classes at the other U.S. SEVIS-approved school.
 Step 3: Submit proof of concurrent enrollment (i.e. course schedule) to IESC at iescrequest@csun.edu no later than the CSUN's ADD/DROP deadline of the current semester. Proof of Concurrent Enrollment MUST include the institution name, total # of units enrolled, start and end date of the class, class schedule (day / time). Screenshots WILL NOT be accepted as proof.

ELIGIBILITY REQUIREMENTS

Undergraduate students must enroll in a minimum of 6 units at CSUN.
 Graduate students must enroll in a minimum of 4 units at CSUN.
 ** Please remember to enroll in no more than the equivalent of one online class or three online credits per semester to count towards your full-time enrollment. Note that if you have one class left to take to graduate, this class must be in-class traditional course to be in compliance with legal guidelines governing your F-1 status. **

STUDENT INFORMATION

Last Name GREY	First Name VANESSA	CSUN ID* 102345678
SEVIS ID N0000012345	Email vanessa.grey.123@my.csun.edu	Phone Number 818/123-4567
Country of Citizenship Germany	Academic Level UNDERGRADUATE	Major CELL AND MOLECULAR

US Address
123 CAMPUS AVENUE, NORTHRIDGE, CA 91325

If the above US Address is not your current address, please enter new US Address below:
 US Address (Street address) (Apt. #) (City) (State) (Zip code)

CONCURRENT ENROLLMENT

Name of SEVIS-approved school student wants to take class(es) at:

If your address is not correct please update it by entering your new address in the section that we have shown in the red box.

Next, we have outlined in the red box where you will need to enter the school name, semester, year, and course(s) name that you will be enrolling in for concurrent enrollment.

Country of Citizenship: Germany
Academic Level: UNDERGRADUATE
Major: CELL AND MOLECULAR

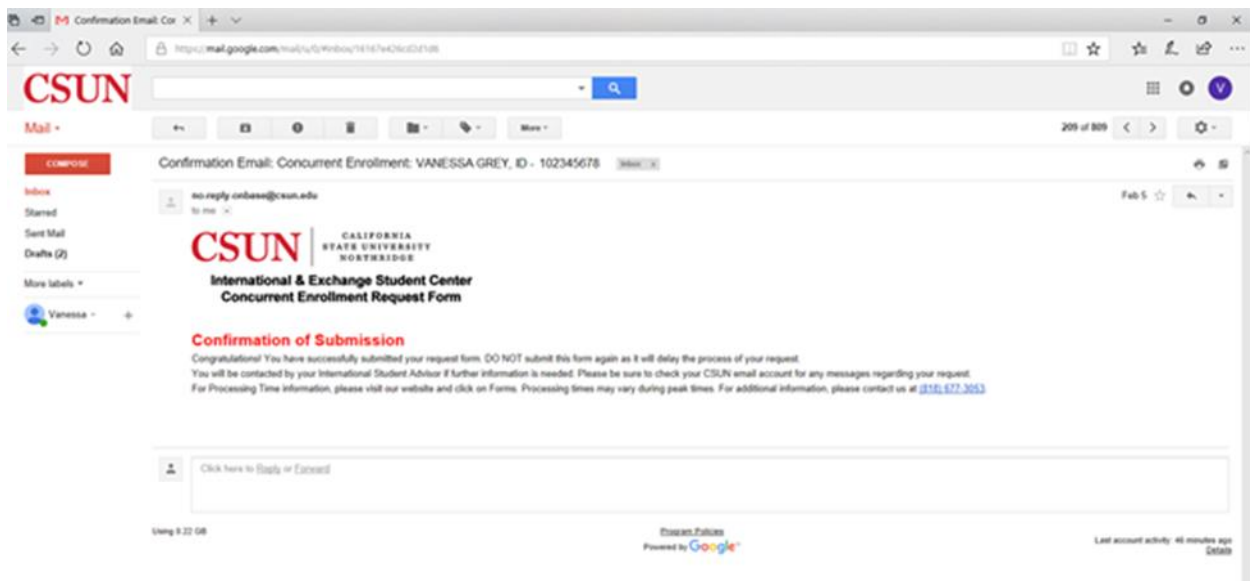
US Address: 123 CAMPUS AVENUE, NORTHRIDGE, CA 91325

CONCURRENT ENROLLMENT
Name of SEVIS-approved school student wants to take class(es) at: _____
Semester approved to take classes at the above-mentioned school: Semester* _____ Year* _____
Class/es to take: _____
Add class Use this button to add courses

By clicking [Agree and Submit], I hereby agree and understand:
 I will discuss the transfer of units with my Academic Advisor/Department and understand the course transfer requirements.
 It is my responsibility to obtain permission from my financial sponsor to take classes concurrently at another educational institution.
 I must submit proof of concurrent enrollment to IESC no later than the CSUN's ADD/DROP deadline of the current semester.
 It is my responsibility to enroll in full-time units (12 units for undergraduate and 2nd Bachelor students, 8 units for graduate students) and maintain my full-time units at all times. Failure to do so will jeopardize my F-1 student status.
 Per immigration rules, I am permitted to take one online class or its equivalent to three units of online class each semester to count towards my full-time enrollment. If I only have one class left to take to graduate, that class must be taken as an in-class, traditional course to be in compliance with legal guideline governing my F-1 status.

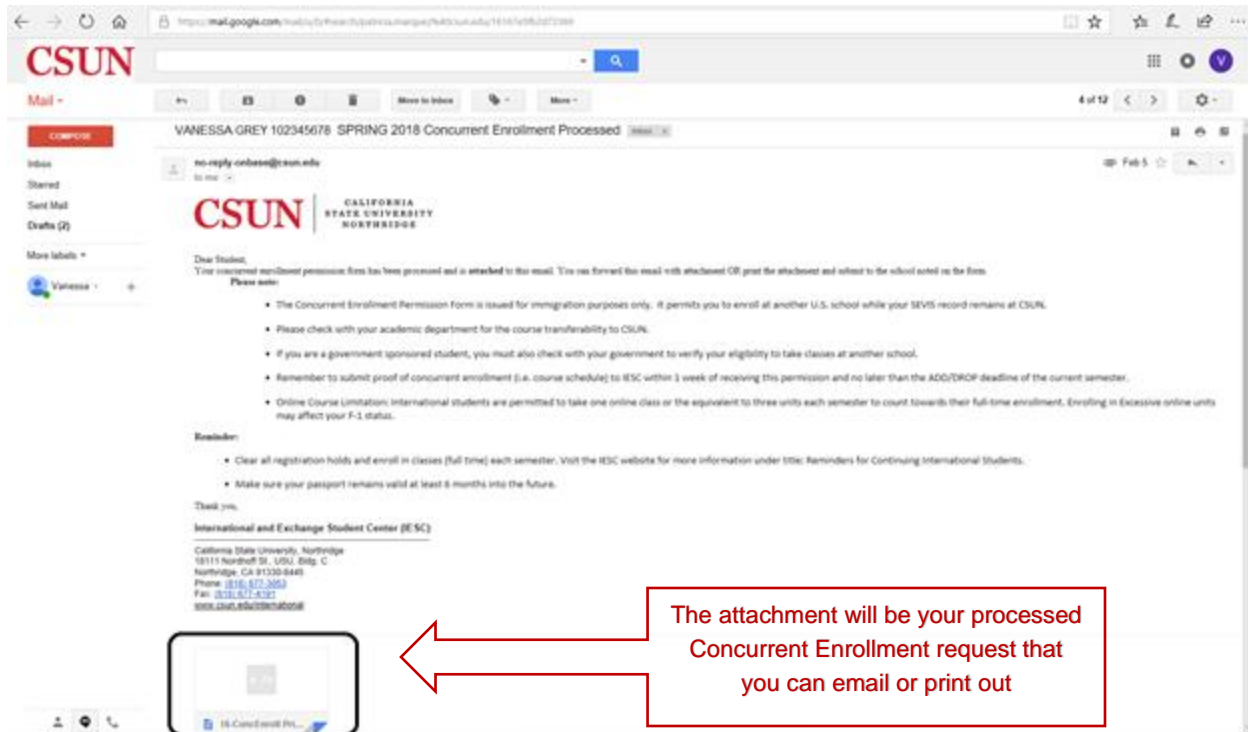
Electronically signed by: VANESSA GREY
03/09/2018
Today's Date
Agree and Submit Use this button to submit

Once you click **Agree and Submit**, a confirmation email will be sent to your CSUN email address confirming your concurrent enrollment request form was received.



What Happens After I Receive the Confirmation Email???

After you receive the confirmation email, you will receive the Concurrent Enrollment Approved email within our normal processing time.



Once you receive the email from the IESC with the FSA approval endorsement, then register for classes at the other U.S. SEVIS approved school.

DON'T FORGET

Submit proof of concurrent enrollment (i.e. course schedule) to IESC at iescrequest@csun.edu no later than the CSUN's ADD/DROP deadline of the current semester. Proof of Concurrent Enrollment MUST include the institution name, total # of unit enrolled, start and end date of the class, class schedule (Day /time). Screen shots WILL NOT be accepted as proof.