

ISSS Use Only
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 Contacted: _____

F-1 Concurrent/Correspondence Enrollment Form

Ph: 512-245-7966, Email: international@txstate.edu, www.international.txstate.edu

The Department of Homeland Security allows F-1 students to be enrolled in two different SEVIS-approved institutions at once as long as the combined enrollment amounts to a full-time course of study (9 hours for graduate, 12 for undergraduate).

Procedures:

1. Meet with academic/faculty advisor to ensure concurrent or correspondence courses are applicable to degree program.
2. Contact concurrent institution for admission requirements. You may need a **Transient Enrollment Approval Letter**.
3. Submit the **F-1 Concurrent/Correspondence Enrollment Form** to ISSS using the **Concurrent/Correspondence Enrollment Request Portal**: <https://www.international.txstate.edu/forms/Concurrent-Correspondence-Enrollment.html>.
4. Enroll in courses at Texas State and concurrent institution (or correspondence).
5. At the end of the semester, submit your concurrent institution transcript by email to international@txstate.edu.
6. Contact Undergraduate Admissions or the Graduate College for transfer credit policies and procedures.
7. Resubmit this form for every semester you plan to enroll concurrently or take correspondence course.

To Be Completed by the Student (do not omit any information)

Full Name: _____ **Student ID#:** _____

Academic Level: (circle one) undergraduate / graduate / TSIE **Phone:** _____ **Email:** _____

Local Address: _____

Street *Apt number #* *City* *State* *Zip*

- I am requesting approval for (circle one): Concurrent Enrollment / Correspondence Enrollment
- Name of institution where I will take concurrent or correspondence course(s): _____
- Number of hours I wish to enroll: 1) at Texas State: _____ 2) at concurrent institution (or correspondence): _____
- Semester I plan to concurrently enroll: Spring Summer Fall **Year:** _____
- **I will need a Transient Enrollment Approval Letter (circle one): Yes No**

By signing this form, you agree to the following:

1. Only ONE fully distance learning (online) course counts for my full-time enrollment requirement.
2. I will send my **concurrent unofficial transcript** or proof of **correspondence course completion transcript** to ISSS.
3. Failure to submit my transcript to ISSS will result in the immediate termination of my SEVIS record.
4. I must maintain full-time enrollment for the entire semester. Dropping a course that results in less than full-time enrollment requires authorization from ISSS.

Student Signature: _____ **Date:** _____

To Be Completed by the Academic or Faculty Advisor

List the student's anticipated course(s) to be taken at Texas State & Concurrent Institution. Mark whether the course(s) is required for the student's degree: (Please list more courses on the back of this sheet)

Courses taken at TEXAS STATE (course title and number)	Required for Degree? Y/N	Online Course? Y/N	Courses taken at CONCURRENT INSTITUTION or via CORRESPONDENCE (course name and number)	Required for Degree? Y/N	Online Course? Y/N
1. _____			1. _____		
2. _____			2. _____		
3. _____			3. _____		
4. _____			4. _____		
5. _____			5. _____		

Advisor's Signature: _____ **Phone Number:** _____ **Date:** _____

Printed Name: _____ **Title:** _____ **Email:** _____

This form must be completed in its entirety otherwise the concurrent enrollment request will not be processed.

*Form must be submitted on the online **Concurrent/Correspondence Enrollment Request Portal**:
<https://www.international.txstate.edu/forms/Concurrent-Correspondence-Enrollment.html>*