Concurrent Enrollment Request Form

Student Name: ____________________________________________________________________________ Student ID: ___________________________

Degree level: ☐ Undergraduate  ☐ Graduate  Email: ________________________________________________________________________________

Semester __________________ Credit Hours at UT Tyler ____________ Credit Hours at other school ____________

My signature below indicates my understanding of the following:

1. F-1/J-1 students are required to enroll in full-time coursework during fall and spring semesters.
   • Undergraduates = 12 credit hours in fall and spring
   • Graduates = 9 credit hours in fall and spring
   • Summer is optional unless it is my first semester at UT Tyler or the first semester in a new program (for example, changing from bachelor’s to master’s).
   • At least half of all required enrollment hours must be taken at UT Tyler.
   • Only 3 hours of online courses can count toward the full-time requirement.
   • In my last semester, if I lack only one class to complete my degree, that course cannot be online.
   • At the end of the semester, I must submit to the international student advisor a copy of my grade report or other proof that I completed sufficient concurrent hours to remain in full-time status.

2. Classes taken must apply to my degree.
   • I will verify through my academic advisor that the courses will transfer.
   • I will arrange for the credits to be transferred to UT Tyler.
   • I will not request to remove these credits later for any reason.

3. I may need to consult other campus offices to determine if taking fewer UT Tyler hours affects other areas, including:
   • Scholarships
   • University Housing
   • TA/RA positions

4. I must submit this form to the international student advisor by the census date of every semester of concurrent enrollment.

I verify that the information on this form is true to the best of my knowledge and the hours taken will count toward my degree requirements.

Student signature: ____________________________ Date: ________________

FOR OFFICE USE
The above student is maintaining F-1 status with The University of Texas at Tyler and is approved to take courses concurrently while remaining on the UT Tyler Form I-20.

Staff name: ____________________________ Staff signature: ____________________________ Date: __________

Copy for file ____