

Concurrent Enrollment Agreement for F-1 Students

As an F-1 student, you are required to be enrolled in a full course of study each semester. If approved for concurrent enrollment, the credit hour requirements can be divided between Tarleton State University and another school. A DSO at Tarleton must ensure you remain enrolled in the concurrent hours throughout the semester and that you are maintaining status. As a concurrently enrolled F-1 student, you must meet the following requirements.

- 1) Request and receive permission from the Undergraduate Admissions –Immigration Office **before** registering for classes at the other school.
- 2) Maintain a full course of study and meet both face-to-face and Tarleton enrollment requirements as defined below. Summer full-time enrollment is required if it is your first or final semester at Tarleton.

Fall and Spring Semester Credit Hour Requirements

	Undergraduate	Graduate
Full-Course of Study	12	9
Face-to-Face	9	6
Enrollment at Tarleton	6	5

Summer Semester Credit Hour Requirements

	Undergraduate	Graduate
Full-Course of Study	12	6
Face-to-Face	9	3
Enrollment at Tarleton	6	3

- 3) Provide evidence that you have enrolled in courses at another institution and meet full course of study requirements. This can be done in one of the following ways:
 - a. A screenshot showing your registration at the other institute. It should show your name, which course(s) you are enrolled in, how many hours you are enrolled in and whether those hours are face-to-face or online. The screenshot should show a recent date to demonstrate that the enrollment is current.
 - b. An enrollment verification from the institute showing current registration.
- 4) Provide such evidence to a DSO at the beginning of the semester by one of the ways listed above.
- 5) Provide evidence to a DSO of continued enrollment by the 1st of each month by one of the ways listed above.
- 6) Send a final official transcript at the end of the semester showing completion of those hours.
- 7) Speak to a DSO **BEFORE** you drop a course at either institution.
- 8) Submit a “Request for Reduced Course Load – Final Semester” form if you do not

have enough hours remaining in your final semester to enroll in a full course of study.

- 9) Following any other instructions given by a DSO.

If you fail to meet the above requirements or fail to meet them to the DSO's satisfaction, you WILL face one or both of the following consequences.

- 1) Having a hold placed on your account until the requirement is met. This hold may prevent you from registering for a future semester, resulting in the termination of your SEVIS record.
- 2) Having your SEVIS record terminated for failure to maintain a full course load.

By signing you agree to the above requirements and acknowledge the consequences of failing to comply. Send your signed form to immigration@tarleton.edu. Please contact immigration@tarleton.edu or 254-968-9632 if you have any questions.

Student's Printed Name: _____ UID: _____

Signature: _____ Date: _____