

# CONCURRENT ENROLLMENT PROCEDURES

## The University of Texas at San Antonio

### General Instructions for Students:

1. Request and submit UTSA Graduate Application online along with the application fee. Please apply online at [www.utsa.edu/graduate](http://www.utsa.edu/graduate).
2. Request and submit the Certification for Concurrent Enrollment (this form replaces your transcripts). Your home campus will enter information required under listing **HOME CAMPUS** (degree granting).
3. Mail completed forms to the Graduate School or deliver to:  
UTSA, MS 4.01.50.

### Note:

- Student must be in good standing at home institution.
- Admission decision for concurrent enrollment students is made by the Graduate School and does not require graduate admission committee approval.
- Concurrent enrollment students will be classified as non-degree seeking students and cannot use courses taken for a degree at UTSA.

# CERTIFICATION FOR CONCURRENT ENROLLMENT

The University of Texas System

## INSTRUCTIONS FOR STUDENTS:

1. Have this form signed by the Registrar at your home (degree granting) campus and take it to the host institution to obtain approval to enroll for the course work listed. Give the completed form to the host institution Registrar for processing.
2. If possible, enroll at your home campus first. You will be required to follow the enrollment procedures at the host campus also. Keep a copy of your fee receipt from the home institution. The host institution will charge only the fees for the additional course work.
3. You are responsible for sending a transcript to the home campus at the end of the semester. If you cannot complete the course work, you must notify both institutions.

## HOME CAMPUS (degree granting)

This is to certify that \_\_\_\_\_  
Name (Last, First Middle) Social Security Number

is a student in good standing at \_\_\_\_\_  
UT Home Institution

Classification \_\_\_\_\_ Residence Status \_\_\_\_\_

Our records reflect that the above-named individual has received the following degrees:

Institution	Degree	Date of Degree

TASP Exempt: Yes \_\_\_\_\_ No \_\_\_\_\_

Permission is hereby granted for the above-named student to attend \_\_\_\_\_

\_\_\_\_\_ for \_\_\_\_\_  
UT Component which student will attend as guest Term and Year

Signed \_\_\_\_\_  
Registrar, Home institution Date

I understand that this request for concurrent enrollment, if approved, is for one semester only and is not an acceptance to any degree program of the host institution. To attend that host institution for a future semester, I realize that I must submit a new request for concurrent enrollment or furnish all documents and meet all requirements for admissions as a transfer student.

\_\_\_\_\_  
Signature of Student Date

## COURSE WORK TO BE TAKEN AT HOST INSTITUTION (For office use only)

Subject	Number	Section	Approved	Denied	Instructor's Signature

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Registrar, Host Institution Date