

Inter-Institutional Course Registration Form

Registration Rules and Guidelines

- Student must be enrolled full-time between registration at home and host institutions.
- Requested class must not be offered by the home institution during the term the student registers at one of the participating institutions.
- Requested class must be necessary for completion of graduate degree.
- Number of credits allowed per term/semester may vary depending on the policy of the host school.
- All approval signatures must be completed.
- Foreign students taking inter-institutional courses – You must check with your International Services Office regarding additional paperwork. Most host institutions will require a copy of your I-20/DS-2019, visa stamp, passport ID page, and I-94. Some will require new documentation every semester.

Form Instructions

1. Please print.
2. Select the course(s) using the host school's course schedule.
3. Fill out form completely.
4. Obtain approval from (host institution) instructor for each course.
5. Obtain approval from (home institution) academic advisor.
6. Obtain approval from (home institution) graduate program director/dean/designee at home school.
7. Obtain approval from International Services Office (if applicable).
8. Obtain approval from home school official designee. Ask home school if there are any additional required forms.
9. Obtain approval from host school registrar or official designee. Ask host school official if there are any additional required forms.
10. Provide a copy of completed form to home school official designee.
11. Provide a copy of completed form to International Services Office at home school (if applicable).
12. Keep copy of form for your records.

Institutional Contacts

University of Houston	Rice University	UT Health	UTMB	Baylor College of Medicine	Texas A&M IBT
Jay Hills (832) 842-9008 JEHills@uh.edu	Justin Schilke (713) 348-3157 jws9@rice.edu	Veve Fisher (713) 500-3349 veve.fisher@uth.tmc.edu	Linda Pheanis (409) 772-1215 lpheanis@utmb.edu	Melissa Rowell (713) 798-4031 melissa@bcm.edu	Cynthia Lewis (713) 677-7612 clewis@ibt.tamhsc.edu

Student Information

Demographic Information

Name: _____ Gender: ☐ Male ☐ Female Date of Birth: _____
Last Name First Name Middle Name

Current Address: _____ City: _____ State: _____
 Zip Code: _____ Country: _____ Home Phone: _____ Cell Phone: _____

Email: _____ Social Security Number: _____ Place of Birth: _____
(Optional) (City, State, County)

Are you a U.S. Citizen? ☐ Yes ☐ No Are you classified as a Texas resident at your home institution? ☐ Yes ☐ No

If not a U.S. Citizen, what is your visa type and status? _____

Criminal Background Check on file at home institution? ☐ Yes ☐ No

Please email Karen Weinberg (karen.weinberg@uth.tmc.edu) for CBC request forms.

Race/Ethnicity

Are you Hispanic/Latino? ☐ Yes, Hispanic or Latino (including Spain) ☐ No

Regardless of your answer to the previous question, select one or more of the following ethnicities that best describe you.

☐ American Indian or Alaska Native (including all Original Peoples of the Americas)

Are you enrolled? ☐ Yes. Please list your Tribal Enrollment Number: _____ ☐ No

☐ Asian (including Indian subcontinent and Philippines) ☐ Native Hawaiian or Other Pacific Islander (Original Peoples)

☐ Black or African American (including Africa and Caribbean) ☐ White (including Middle Eastern)

Please describe yourself: _____

Institution Information

I am a full-time graduate student at:

☐ Baylor College of Medicine

☐ UT Health Science Center

☐ Texas A&M University IBT

☐ University of Houston

☐ Rice University

Home Institution Student ID Number: _____

☐ University of Texas Medical Branch

☐ MD Anderson Cancer Center

Anticipated Graduation Date: _____

I wish to enroll in a course or courses under the inter-institutional agreement at:

☐ Baylor College of Medicine

☐ UT Health Science Center

☐ MD Anderson Cancer Center

☐ University of Houston

☐ Rice University

☐ Texas A&M University IBT

☐ University of Texas Medical Branch

Host Institution Student ID Number (if previously attended): _____

Host Institution Credit Hours Previously Completed (if previously attended): _____

Course Information

Semester: ☐ Spring _____ ☐ Fall _____ ☐ Summer _____
(Summer semester not available at Rice.)

Subject/Course # (e.g. Math 212)	Course Title (e.g. Multivariate Calculus)	Credit Hours	Instructor Signature	Date
Program Administrator Signature (BCM Students Only):				

Subject/Course # (e.g. Math 212)	Course Title (e.g. Multivariate Calculus)	Credit Hours	Instructor Signature	Date
Program Administrator Signature (BCM Students Only):				

Approvals

Academic Advisor Signature

Academic Advisor Printed Name

Date

Graduate Program Director/Dean Designee Signature

Graduate Program Director/Dean/Designee Printed Name

Date

Home Institution Internal Services Office Signature

Home Institution Internal Services Office Printed Name

Date

Home School Registrar/Designee Signature

Home School Registrar/Designee Printed Name

Date

— Obtain all above signatures before submitting this to the host school registrar. —

Host School Registrar/Designee Signature

Host School Registrar/Designee Printed Name

Date

Student Signature

By signing and submitting this agreement, you: 1) confirm that you meet the criteria to participate in this program; 2) confirm that the information you have supplied is correct; 3) consent to having the host institution send your home institution a transcript at the conclusion of the semester/term in which you are enrolled.

Student Signature: _____ Date: _____



Inter-Institutional Registration Supplemental Information

Student Name: _____

BCM ID#: _____

Program: _____

Registration Rules and Guidelines

- Requested course must be a graduate level course.
- Student must include a copy of the syllabus to the registration paperwork.
- Student must be enrolled full-time between registration at home and host institutions.
- Requested class must not be offered by the home institution during term the student registers at one of the participating institutions.
- Requested class must be necessary for completion of graduate degree.
- Number of credits allowed per term/semester may vary depending on the policy of the host school.
- All approval signatures must be completed.
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Course #	Course Title	Institution

Explain why this course is necessary for the completion of your BCM degree.

Describe how this course is different from any BCM courses taught during the same term.

Please attach a copy of the course syllabus to this form.

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____