

Texas A & M University
International Non Degree or Special Program
Department Information Form

Return this completed form to: International Student Services (ISS)
MS 1226 or fax to 862-4633

The following information is necessary for the issuance of immigration forms to, and advising during matriculation of, international students who are admitted to non-degree or special academic programs at Texas A & M. It should be completed by a TAMU Departmental Advisor. If a current student is changing from a degree program, the student must contact the ISS office before the 15th class day of the semester during which the change will occur. Not doing so may jeopardize the student's legal immigration status.

1. Student's name: _____
Family First
 TAMU ID#: _____

2. Total length of program. This should be a reasonable estimate of the number of semesters needed for the student to achieve the set objective(s) or purpose of the program (Consider #7 when you determine the length of this program):
 From _____ Semester/year through _____ Semester/year

3. Federal regulations require students with F-1 or J-1 visas (or those changing to one of those visas) to enroll for and complete a full course of study each semester of their program. At Texas A&M, this means a minimum of 9 graduate level credit hours in Fall and Spring (12 undergraduate), and 6 graduate level credit hours in Summer (8 undergraduate). The exception is for students taking graduate level courses at Texas A&M in completion of an academic program elsewhere, IF that program requires them to register less than full time (i.e. co-enrolled students). For how many credit hours (not less than 1) will the student enroll each semester of the planned program?

4. State the special details of the planned program (i.e. student will complete four masters courses and work in a paid OR unpaid internship program for one semester; student will attend the university for summers only; student will not be in College Station for the semesters involved, etc.). Note: any internship or training that will be a part of this academic program must be described here, as it must be a part of the original plan.

5. State the purpose or objective of this program (i.e. fulfill MOA requirements; co-enrollment at Texas A&M by a student attending another US school; a planned program to make up certain deficiencies before becoming a degree candidate, etc.):

6. Will the student be simultaneously attending any institution other than Texas A&M? Yes _____ No _____. If yes, what institution and under what arrangements?

7. Non degree students must meet the same English language requirements as all others admitted to Texas A&M, unless they are part of an official arrangement such as an MOA. Note: As per University regulations, if these students can't pass the English Proficiency Exam (ELPE), they might be required to take English classes. Does this student meet the English language requirements? Yes ___ No ___

8. Do the applicant's qualifications meet all the academic admission requirements for this program? Yes ____ No _____

9. Additional Comments:

10. Texas A & M Departmental Advisor responsible for monitoring the student's academic program:

Printed Name	(First)	(Family)	Title
(____)	_____	_____	_____
Telephone number	e-mail		
_____	_____		_____
Signature of TAMU Departmental Advisor	Name of Department		(date)month/day/year

Note: Some international students have visa types that do not allow them to move from or to a non-degree or special program. Contact International Student Services at 845-1824 for additional information. Some international students come to the university through the support of outside sponsorship. In many cases, these students have complex contractual agreements for which sponsor specifications need to be met. If such students will pursue the non-degree or special program, please contact the Sponsored Student Programs staff at 845-2550 for assistance in responding to the needs of these students.