

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 I94. 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
Bethaney Jones (713) 743-7034 bdjones6@uh.edu	Angel Forward (713) 348-8032 forward@rice.edu	Veve Fisher (713) 500-3349 veve.fisher@uth.tmc.edu	Michael Greb (409) 772-9810 mjgreb@utmb.edu	Melissa Rowell (713) 798 – 4031 melissa@bcm.edu	Kristen Neill (713) 677-7612 kristen.neill@tamu.edu

Student Information

Demographic Information

Name: _____ Gender: Male Female

Date of Birth: _____

Current Address: _____

City: _____ State: _____

Zip Code: _____ Country: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Social Security Number: _____ (optional)

Place of Birth: _____ (City, State, Country)

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 contact your school's student affairs office for CBC request form.

Race/Ethnicity

Are you Hispanic/Latino? Yes 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: _____

E-mail registrar@rice.edu | Office 713-348-4999 | Fax 713-348-5921 | Office of the Registrar-MS 57 | 6100 Main St. | Houston, TX 77005 | registrar@rice.edu

Institution Information

I am a full-time graduate student at:

Baylor College of Medicine UT Health Science Center Texas A&M 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
University of Houston Rice University
University of Texas Medical Branch Home Institution Student ID Number:

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

Course Information

Semester: Spring Summer Fall

Subject/Course # (e.g. Math 212)	Course Title (e.g. Multivariate Calculus)	Credit Hours	Instructor Signature	Date

Approvals



April 3, 2025

Academic Advisor Signature

Academic Advisor Printed Name

Date

Graduate Program Director/Dean Designee Signature

Graduate Program Director/Dean/Designee Printed Name

Date

Home Institution International Services Office Signature

Home Institution International Services Office Printed Name

Date

Home School Registrar/Designee Signature

Home 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: April 3, 2025 _____