

# STUDENT ENROLLMENT

## Admissions

Texas A&M International University is an equal opportunity educational institution. In compliance with Title VII of the Civil Rights Act of 1964 and Executive Order 11246, Texas A&M International University is open to all persons regardless of race, color, religion, sex, national origin, age, disability, and disabled veteran or veteran of the Vietnam Era who are otherwise eligible for admission as students.

For more information on admission requirements, please refer to Undergraduate (<https://catalog.tamiau.edu/undergraduate-information/admissions/>) and Graduate (<https://catalog.tamiau.edu/graduate-information/admissions/>) admissions information section of the catalog.

## Recruitment and School Relations

The Office of Recruitment and School Relations is responsible for undergraduate recruitment and the Concurrent Enrollment Program for High School students. To obtain information on academic and prospect student programs at Texas A&M International University, contact:

### Office of Recruitment and School Relations

Texas A&M International University  
 Senator Judith Zaffirini Student Success Center Room 130  
 5201 University Boulevard  
 Laredo, Texas 78041-1900, U.S.A.  
 Phone: 956.326.2270  
 Fax: 956.326.2269  
 Toll Free: 1.888.4TX.AMIU (489.2648)  
 Prospective Freshman Students: [enroll@tamiau.edu](mailto:enroll@tamiau.edu)

Prospective Transfer Students: [transfer@tamiau.edu](mailto:transfer@tamiau.edu)  
<http://www.tamiau.edu/prospect> (<http://www.tamiau.edu/prospect/>)

### Concurrent Enrollment Program for High School Students

Qualified high school students may enroll in university-level courses at TAMIU as a concurrent enrollment student. High school freshman and sophomore students must undergo an admissions reviewing process by the Concurrent Admissions Committee. Concurrent students may not enroll in more than two university-level courses each long semester or summer session.

Concurrent Admission to Texas A&M International University is only granted for the semester for which students apply. Students who do not enroll for the semester for which they are approved should contact the Office of Recruitment and School Relations before attempting to enroll for another semester. A Concurrent Authorization & Acknowledgement Statement Form and an updated high school transcript must be submitted each subsequent semester. Students must maintain a 2.0 or higher institutional grade point average based on a 4.0 scale in order to continue in the program.

Implementation of concurrent admissions policy is the responsibility of the Director of Recruitment and School Relations. The University Admissions Standards and Exceptions Committee must approve any exception to the admission policy.

1. **Application for Concurrent Admission.** This application must be submitted online at [www.goapplytexas.org](http://www.goapplytexas.org) (<http://www.goapplytexas.org/>).

Students may contact the Office of Recruitment and School Relations for instructions on how to complete this application.

2. **Concurrent Authorization & Acknowledgement Statement Form.** Applicants must submit a Concurrent Authorization & Acknowledgement Statement Form with a parent signature.
3. **Official High School Transcript.** The official high school transcript must show student's most updated GPA, including all coursework completed. Official transcripts must be received in a sealed envelope or online by the high school or official transcript service provider
4. **Official College/University Transcript(s).** Any college/university transcripts other than TAMIU must be sent directly from each institution attended, if any college credit has been earned. A minimum overall grade point average of 2.0 is required.

All students must attempt all three sections of the Texas Success Initiative (TSI) Placement Exam (i.e. Mathematics, Reading, and Writing) before course registration at TAMIU. Applicants who neglect to meet the required TSI placement scores, will not be allowed to take the corresponding university-level courses. See Texas Success Initiative in the section entitled University College.

In addition, Texas law (Senate Bill 1107 and Senate Bill 62) requires that students\* entering institutions of higher education either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination at least 10 days prior to the first day of their first semester.

## Testing Center

The Texas A&M International University's Testing Center is dedicated to supporting students, faculty, and the local community with academic and certification testing. The center includes labs for academic and certification exams, accommodations for students with disabilities (DSS) and proctoring services for the community. We offer a variety of academic tests, including those listed below. Online proctoring options are available for TAMIU students and non-students. Please visit our website at [https://www.tamiau.edu/testing\\_center/index.shtml](https://www.tamiau.edu/testing_center/index.shtml) ([https://www.tamiau.edu/testing\\_center/index.shtml/](https://www.tamiau.edu/testing_center/index.shtml/)) for additional information.

### Texas Assessment Initiative (TSI)

The Texas Success Initiative (TSI) is a statewide initiative created to improve student success in college-level coursework. As part of the program, all students enrolled in Texas public colleges or universities complete required assessments to determine math, and English/Language Arts reading proficiency. For students not meeting the proficiencies, developmental course instruction is provided to students needing to strengthen their basic academic skills through co-curricular courses.

### Texas Success Initiative (TSI) College Readiness Scores and Exemptions:

Students who have scored at or above the test scores listed below are exempt. For further information, contact the Testing Center, ZSC room 201.

Test	English	Math	Composite
TSI* (valid for 3 years)	E=340 Essay 4 and R=351	350	
TSI2* (valid for 3 years)	945 Essay 5 or 910-944 and diagnostic level 5 and Essay 5 or higher	950 or 910-949 and diagnostic level 6 or higher	

HB5	Contact Testing Center 956-326-2131	Contact Testing Center 956-326-2131	
SAT (prior to March 5, 2016)	500	500	1070
Redesigned SAT (valid for 5 years) (after March 5, 2016)	EBRW - 480	530	----
ACT (valid for 5 years) (prior to February 15, 2023)	19	19	23
ACT (valid for 5 years) (after February 15, 2023)	Reading & English combined 40	22	
11th Grade TAKS	2200 Writing sub score - 3	2200	
STAAR ECO	English 3 (Level 2)	Algebra 2 (Level 2)	

Other Exemptions:

1. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
2. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level course work as determined by the receiving institution.
3. A student who has previously attended any institution and has met the readiness standard of that institution.
4. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States; and has been serving for at least three years preceding enrollment. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or from service as a member of a reserve component of the armed forces of the United States.
5. **TEXES (Texas Examination of Educator Standards)** - Texas Examinations of Educator Standards (TEXES) content tests are standardized exams mandated by the State Board for Educator Certification (SBEC).
6. **GED (General Education Development)** - The GED tests are a group of four academic subject tests in the United States ([https://en.wikipedia.org/wiki/United\\_States/](https://en.wikipedia.org/wiki/United_States/)) certifying academic knowledge equivalent for a high school diploma.
7. **CLEP (College Level Examination Program)**- CLEP is a national testing program of credit by examination by the College Entrance Board that offers you the opportunity to obtain recognition for college level achievement.
8. **Departmental Examinations-for-Credit**  
Pre-Calculus Mathematics Placement Exam  
  
Spanish Placement Exam
9. **Proctored Exams for other institutions**- The Testing Center offers proctoring services for individuals needing to take exams from other colleges/universities.

10. **TCFP (Texas Commission for Fire Protection) Licensing Exams**- The Texas Commission on Environmental Quality is the environmental agency for the state.
11. **TCEQ (Texas Commission on Environmental Quality) Occupational Licensing Exams**- The Texas Commission on Fire Protection (TCFP) is a state government agency. The commission's statutory authority and role is to serve Texas fire departments by providing training guidelines and assistance to the fire service and enforcing statewide fire service standards.
12. **Texas State Purchasing**- The Texas State Purchasing partners with Texas governmental organizations to provide licensing and credentialing exams.
13. **Measure Learning exams**- Measure Learning is an accomplished, full-services certification and licensure testing company. Measure Learning offers a variety of competency-based testing, training, and high-stakes certification programs that allows test takers to excel in their chosen professions.
14. **Pearson VUE certification and licensure exams**- Pearson VUE is an established and reliable international testing company that allows individuals to take tests related to a variety of different professions, such as medical certifications or teacher certifications.
15. **GRE** - The Graduate Record Examinations is a standardized test that is part of the admissions process for many graduate schools in the United States and Canada and a few other countries. The GRE is owned and administered by Educational Testing Service.
16. **ACT On CAMPUS** - Texas A&M International University – (TAMIU) offers alternative admission testing for students that have applied to the university and who were unable to take the SAT® or ACT® on a nationally scheduled test date. The exam is only valid for TAMIU students who have applied.
17. **TOEFL** -The Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) is a standardized test that measures English-language proficiency and is used for admissions for International Students. For more information, please click link: **International Student Requirements (tamiu.edu)**

**Advanced Placement Program (AP)**

Examinations offered by the College Board Advanced Placement Program are administered during late spring by high schools. Students usually take the examinations after completing Advanced Placement courses although experience in an AP course is not required. Interested students should contact their high school counselors for information concerning registration and test sites. High school students and currently enrolled students should have the College Board forward their scores to the Office of the University Registrar. Advanced Placement scores of entering freshmen are generally received in late July. Students can receive credit only by Advanced Placement (AP) for the following courses with the scores indicated:

AP Exams	Credit Score	Hours Earned	Course Required	Title
Art, History of	3+	3	ARTS 1301	History of Painting, Sculpture and Architecture
Biology	3+	4	BIOL 1306,1106	Principles of Biology I and Lab



Calculus AB Sub-Score	3+	4	MATH 2413	Calculus I
Chemistry	3	4	CHEM 1311,1111	General Chemistry I and Lab
	4+	8	CHEM 1311,1111	General Chemistry I and Lab
			CHEM 1412	General Chemistry II and Lab
Computer Science A	3+	3	MIS 1305	Introduction to Computer Applications
Computer Science Principles	3+	3	MIS 1305	Introduction to Computer Applications
Economics, Macro	3+	3	ECO 2301	Principles of Macroeconomics
Economics, Micro	3+	3	ECO 2302	Principles of Microeconomics
French Lang & Comp	3+	3	FREN 1311	Elementary French I
Government - United States and Politics	3+	3	PSCI 2305	American National Government
History-United States	3+	6	HIST 1301,1302	The US to 1877 and the US Since 1877
Mathematics Pre-Calculus	3+	4	MATH 2412	Pre-Calculus
Mathematics Calculus AB	3+	4	MATH 2413	Calculus I
Mathematics Calculus BC	3+	4	MATH 2414	Calculus II
Physics 1	3+	4	PHYS 1301,1101	General Physics I and Lab
Physics 2	4+	8	PHYS 1301,1101	General Physics I and Lab
			PHYS 1302,1102	General Physics II and Lab
Pre-Calculus	3+	4	MATH 2412	Pre-Calculus
Psychology	3+	3	PSYC 2301	Introduction to Psychology
Statistics	3+	3	MATH 1342	Introductory Statistics

AP Exam	Score (Credits)	TAMIU Course	Title
Spanish Language and Culture	3 (12)	SPAN 1311,1312	Intro Spanish for N-Native Speakers I & II

		SPAN 2311	Interm Spanish for N-Native Speakers I
		SPAN 2312	Interm Spanish for N-Native Speakers II
Spanish Literature and Culture	3 (12)	SPAN 1311,1312	Intro Spanish for N-Native Speakers I & II
		SPAN 2311	Interm Spanish for N-Native Speakers I
		SPAN 2312	Interm Spanish for N-Native Speakers II
English Lang & Comp	3 (3)	ENGL 1301	English Composition I
English Lit & Comp	3 (3)	ENGL 1301	English Composition I
	4 (6)	ENGL 1301,1302	English Composition I & II

### Credit Level Examination Program (CLEP)

Texas A&M International University allows students to receive a maximum of thirty-three (33) semester hours of credit by examination for specified freshman and sophomore level courses through CLEP. The University awards credit for scores on certain tests listed in the Catalog. Students must be officially admitted at Texas A&M International University to receive official credit with a grade of "CR." Students must select TAMIU as school recipient to receive credit to be posted on their TAMIU transcript. The Testing Center does not report official CLEP scores to the Office of the University Registrar for posting on transcripts; this is the students' responsibility.

Credit may be earned by achieving a sufficient score (as determined by the relevant academic department of TAMIU) on any of several exams and then submitting official score reports to the Registrar's office.

Sufficient scores on the following examinations may be applied for credit:

CLEP Examination Name	Passing Score	Hours	TAMIU Course	Title
American Literature	50	3	ENGL 2327	American Literature to the Civil War
Analyzing & Interp Lit	50	3	ENGL 1302	English Composition II
College Composition	50	3	ENGL 1301	English Composition I
English Literature	50	3	ENGL 2322	British Literature Through Neoclassicism
American Government	50	3	PSCI 2305	American National Government

History of the US I: Col-1877	50	3	HIST 1301	The US to 1877
History of the US II: 1865-Pres	50	3	HIST 1302	The US Since 1877
Lifespan Growth & Dev	50	3	PSYC 2314	Lifespan Growth and Development
Introductory Psychology	50	3	PSYC 2301	Introduction to Psychology
Introductory Sociology	50	3	SOCI 1301	Introduction to Sociology
College Algebra	50	3	MATH 1314	College Algebra
Principles of Biology	50	4	BIOL 1306,1106	Principles of Biology I and Lab
Pre-Calculus	50	4	MATH 2412	Pre-Calculus
Calculus	50	4	MATH 2413	Calculus I
Chemistry	50	4	CHEM 1311,1111	General Chemistry I and Lab
Info Systems & Comp Appl	50	3	MIS 1305	Introduction to Computer Applications
French Language (Lev I)	50	6	FREN 1311	Elementary French I
			FREN 1312	Elementary French II
Spanish Language (Lev I)	50	6	SPAN 1311	Intro Spanish for N-Native Speakers I
			SPAN 1312	Intro Spanish for N-Native Speakers II

### International Baccalaureate Program (IB)

Texas A&M International University recognizes the value of the International Baccalaureate Program (IB) and has approved granting of credit for the IB Higher Level exams when a score of 5 or higher is attained. A score of 4 or higher on any higher level or standard level exam will be awarded to IB diploma candidates only.

The following are IB exams offered for credit at Texas A&M International University:

IB Course	Exam Level	Required Score	TAMIU Course(s)	Credit Hours
<b>Best Language</b>				
Language A1	(SL)	4 or higher	ENGL 1301	3
<b>Second Language</b>				

Language A2	(SL)	4 or higher	SPAN 1311, 1312, 2311, 2312	12
	(SL)	4 or higher	FREN 1311, 1312, 2311, 2312	12
Language B	(SL)	4 or higher	SPAN 1311, 1312	6
	(SL)	4 or higher	FREN 1311, 1312	6
Language Ab	(SL)	4 or higher	SPAN 1311	3
	(SL)	4 or higher	FREN 1311	3

### Individuals and Societies

Economics	(SL)	4 or higher	ECO 2301	3
	(HL)	4 or higher	ECO 2301, 2302	6
History of the Americas	(HL)	4 or higher	HIST 1301, 1302	6
Philosophy	(SL)	4 or higher	PHIL 1301	3
Psychology	(SL)	4 or higher	PSYC 2301	3

### Experimental Science

Biology	(SL)	4 or higher	BIOL 1406	4
	(HL)	4 or higher	BIOL 1406, 1413	8
Chemistry	(SL)	4 or higher	CHEM 1411	4
	(HL)	4 or higher	CHEM 1411, 1412	8
Physics	(SL)	4 or higher	PHYS 2325, 2125, 2326, 2126	8

### Mathematics

Mathematics	(HL)	4 or higher	MATH 2412, 2413	8
Further Mathematics	(HL)	4 or higher	MATH 2412, 2413	8
Mathematical Models	(SL)	4 or higher	MATH 1325, 2414	7
Mathematical Studies	(SL)	4 or higher	MATH 1324	3

### The Arts

Visual Arts	(SL)	4 or higher	ARTS 1301	3
Music	(SL)	4 or higher	MUSI 1306	3
Theater Arts	(SL)	4 or higher	DANC 1351	3

### Academic Testing for Students with Disabilities

Testing for Students with Disabilities (DSS) is a service within TAMIU's Testing Center that provides academic testing services (course exams and quizzes) for students who are currently registered with and approved by the office of Disability Services for Students (DDS) to receive accommodations when testing. Some examples of testing accommodations provided by the Testing Center

include extended time, reduced distraction environment, and use of a reader and/or scribe.

Note that before a student can sign up to take a test at the Testing Center via Accessible Information Management (AIM) (<https://kea.accessiblelearning.com/TAMIU/>), the need for testing accommodations must be approved by DDS, and only those accommodations designated by DDS will be provided. The Testing Center works closely with DDS to provide the most secure, up-to-date, and reduced-distraction testing environment possible to all students registered.

## University Registrar Registration

Students who are officially admitted to the University may register for courses. A registration period is held prior to each academic semester and for each summer session. Registration periods and other important dates and deadlines that affect student course schedules are available in the online academic calendar. Students are encouraged to visit with academic and faculty advisors during the semester for degree and class schedule planning.

### Pre-Registration for Current Students

Students who are currently enrolled or who have attended the University within the last two semesters are permitted to register in advance during the prior semester provided they are in good standing with the University. Registration dates are listed in the online academic calendar and are also announced on different communication platforms. Students are encouraged to become knowledgeable of the rules governing pre-registration, consult their advisor prior to pre-registration, and understand the arrangements for payment of tuition and fees. Students receiving financial aid are encouraged to consult with the Office of Financial Aid prior to the pre-registration period to ensure proper processing of their financial aid (see the [Financial Aid \(https://catalog.tamiau.edu/student-services/student-financial-aid/\)](https://catalog.tamiau.edu/student-services/student-financial-aid/) section of the catalog for details).

### Transfer Students and Students Re-Enrolling After One or More Years of Absence

Students who are transferring to the University or re-enrolling in the University after an absence of one year or more are permitted to register for classes if they have been admitted or readmitted. Students are encouraged to visit an advisor prior to registration.

### Public Information Policy and Family Educational Rights and Privacy Act

TAMIU may, without the consent of the student, release information designated as directory information. Directory information is defined by the Family Educational Rights and Privacy Act (FERPA) as information contained in an education record that would not generally be considered harmful or an invasion of privacy if released. It includes, but is not limited to:

- Name
- Address (mailing, local, permanent)
- Telephone number(s)
- Date and place of birth
- Dates of attendance
- Enrollment status (full-time, part-time, undergraduate, graduate, etc.)
- Major and minor fields of study

- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Awards received (including types of award)
- Degree(s) received
- Most recent previous education institution attended
- Photograph
- Classification

Students who do not want their information to be released, are responsible for notifying the Office of the University Registrar in writing, or by completing the Request to Withhold Public Information Form (<https://wvlfforms.tamiau.edu/Forms/request-to-withdraw-public-information/>) during the first week of class to ensure that information is not released by the university. Students are responsible for requesting the release of their information once a request for withholding public information has been placed on record.

FERPA affords eligible students certain rights concerning their education records. Under FERPA, an eligible student is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day TAMIU receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask TAMIU to amend a record should contact the University Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If TAMIU decides not to amend the record as requested, TAMIU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before TAMIU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. TAMIU discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by TAMIU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of TAMIU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest

if the official needs to review an education record in order to fulfill his or her professional responsibilities for TAMIU. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TAMIU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within TAMIU whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

While confidential information from the education records cannot be released to anyone but to the student it belongs to, the student may, at their discretion, grant the University permission to release such information to a third party by completing and submitting the Student Information Release Authorization Form (<https://wvllfforms.tamiau.edu/Forms/student-information-release-authorization/>) to the Office of the University Registrar.

For information regarding the University's policy on access to records and to request accessibility to university records, contact the Office of University Registrar or visit [tamiau.edu/registrar/](http://tamiau.edu/registrar/) (<https://www.tamiau.edu/registrar/>).

## Transcripts

The transcript is the official record of a student's academic performance at the University. Official transcripts printed on security paper and bearing the University seal are available from the Office of the University Registrar. Students must clear any restrictions from their record before any transcript request can be processed. In compliance with federal privacy laws, a student's written consent is required to release transcripts; therefore, transcript requests cannot be accepted by telephone.

### Electronic Transcript

Electronic transcript requests are processed within the same day. Online orders for official electronic transcripts must be placed through the National Student Clearinghouse at [getmytranscript.org](http://getmytranscript.org) (<http://www.getmytranscript.org>).

### In Person

A transcript request form must be completed and signed by the student at the Office of the University Registrar. A valid picture ID must also be presented. The transcript will be issued at the time of request.

### Permanent Record Card

If you are a former student who attended either Texas A&I University, Laredo State University, or attended before 1995, you may have a Permanent Record Card (PRC). Only hard copy PRC transcripts are available. A request may

be submitted online through the National Student Clearinghouse (<http://www.getmytranscript.org/>). Requests may also be submitted in person, email, mail, or fax by submitting the Transcript Request Form (<https://www.tamiau.edu/registrar/documents/official-transcript-request-form.pdf>) along with a valid picture ID.

#### *By Mail, Fax, or Email*

Students may request a transcript by submitting a Transcript Request Form (<https://www.tamiau.edu/registrar/documents/official-transcript-request-form.pdf>). Payment can be made via credit card, check, or money order payable to TAMIU. The request will be prepared within one to three working days. The request may be submitted via email to [transcripts@tamiau.edu](mailto:transcripts@tamiau.edu), fax 956.326.2249, or mail to the following address:

Office of the University Registrar-Transcripts  
Texas A&M International University, ZSC 121  
5201 University Boulevard  
Laredo, TX 78041-1900

## **Veteran Records**

Texas A&M International University has entered into the education and training programs administered by the Veterans Administration (VA). The University strives to meet the needs of veterans who want to take advantage of their eligibility for education and training as provided by Public Laws 16 and 346, 78th Congress; 550 and 894, 82nd Congress; and Public Law 89-358 for veterans of military service after January 3, 1955. Students receiving VA educational benefits must provide transcripts from all previously attended post-secondary schools, a copy of their DD-214, and records of military educational programs completed to the University for evaluation of potential transfer credit. The Veterans Coordinator will assist in processing all necessary related paperwork. For more information, visit [tamiau.edu/veterans](https://www.tamiau.edu/veterans/index.shtml) (<https://www.tamiau.edu/veterans/index.shtml>) or call 956.326.2254.

## **Commencement**

This ceremony occurs at the end of the fall and spring semesters to honor those students who have successfully completed their degree programs. Only those students who have been verified by the Office of the University Registrar may participate in commencement. The fee for graduation is listed in the Additional Fees section of the catalog. For further information on this process, contact the Office of the University Registrar at 956.326.2250, via email at [graduation@tamiau.edu](mailto:graduation@tamiau.edu), or visit [tamiau.edu/commencement/](https://www.tamiau.edu/commencement/).