



## ENROLLMENT CHECKLIST

### APPLY FOR ADMISSION

- Complete and submit an application for admission through ApplyTexas at [www.applvtexas.org](http://www.applvtexas.org).
- An active application is required to move forward with the enrollment process.
- It takes 2-3 business days to be processed.

### SUBMIT TRANSCRIPTS

- Submit one of the following academic credentials to the Office of Admissions:
  - Incoming Freshmen:
    - Submit official High School Transcript (sealed envelope); or
    - Submit proof of GED (test scores or certificate); or
    - Submit two letters of reference (if applying under Individual Approval)
  - Returning/ Transfer Student:
    - Submit an official transcript from each college or university that you attended.
    - Contact your previous education institution(s) to request official transcripts.
    - Transcripts may be delivered in person (in a sealed envelope) or mailed to:

**Texas Southmost College**  
**Office of Admissions**  
**80 Fort Brown**  
**Brownsville, Texas 78520**

### RESIDENCY

- Submit two proofs of Texas state residency for tuition purposes to the Office of Admissions. All residency documents must include the student's name and address and be dated 12 months prior to the first class day.

\*Fall Semester: **August** \_\_\_\_\_ \*Spring Semester: **January** \_\_\_\_\_

\*Summer I Semester: **June** \_\_\_\_\_ \*Summer II Semester: **July** \_\_\_\_\_

- Examples of proof of residency include:
 

*Valid Permanent Texas Driver's License or ID Card	*Lease Agreement
*Texas High School or College Transcript	*Bank Statement
*Texas Voter Registration Certificate	*Property Tax Statement or Receipt
*Employer Statement with Employment Dates	*Utility Bill

Note: If you are a naturalized citizen or legal resident, submit the original copy of your naturalization certificate or permanent resident card.

### IMMUNIZATION

- Provide proof of bacterial meningitis vaccination.
- State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions.
- Students are exempt if they are 22 years of age or older

### TESTING

- All students are required to take a state-mandated reading, writing and/or math assessment test.
- Please visit the Testing Center to schedule your assessment.
- You must fulfill the state-mandated assessment test requirements before completing the advising process.

### ACADEMIC ADVISING

- Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours.
- Advisors will assist you in selecting a program of study and developing your degree plan.

#### Privacy/FERPA Statement

As a student at Texas Southmost College, your education record information is protected by FERPA. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that requires Texas Southmost College to treat your education records in a legally specified manner.

As a student, under FERPA you have the following rights:

1. The right to inspect and review your own education records within 45 days of the day the College receives a request for access.
2. The right to request to amend of your education records if you believe they are inaccurate or misleading.
3. The right to limit the disclosure of personally identifiable information designated by the College as "directory information."
4. The right to file a complaint with the U.S. Department of Education concerning an alleged failure by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA