



Enrollment Checklist

APPLY FOR ADMISSION

- Complete and submit an application for admission through ApplyTexas at 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 and 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 **ONE** proof 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 before to the first class day.
 - For **INCOMING** Freshman Students (graduated High School 12 months prior to the 1st day of classes) we can use your Official HS Transcript to clear this requirement.

*Fall Semester: **August** _____ *Spring Semester: **January** _____
*Summer I Semester: **June** _____ *Summer II Semester: **July** _____

- Examples of proof of residency include:
 - *Lease Agreement
 - *Texas Voter Registration Certificate
 - *Employer Statement with Employment Dates
 - *Valid Permanent Texas Driver's License or TX ID Card
 - *Bank Statement
 - *Property Tax Statement or Receipt
 - *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

- Most 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 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.