State System of Higher Education
Application for Visiting Graduate Student Status

Have you been accepted into a graduate program at your home university? ☐ Yes ☐ No

Are you in good academic standing? ☐ Yes ☐ No

The Visiting Student policy requires that you answer **Yes** to both questions listed above. If you are unable to answer yes to both questions, you are not eligible to take a course(s) invoking the policy at this time.

Part I - To be filled out by student applying for visiting graduate student status.

Social Security No. Home University ID#:

What is your Ethnicity?

☐ Hispanic or Latino ☐ Not Hispanic or Latino

What is your Race? Mark one or more races to indicate what you consider yourself to be:

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander ☐ White

Gender: ☐ Male ☐ Female

First Name: _____ Middle: _____ Last Name: _____

University/Local Address: _____ Cell/Day Phone No.: _____

E-mail Address: _____ Date of Birth: _____

Legal/Permanent Address: _____

US Citizen: ☐ Yes ☐ No Legal PA Resident? ☐ Yes/County _____ ☐ No

Student's Home University: _____

University Visiting: _____ Visiting for Semester/Year: _____

ie. Fall 2015

List the course(s) you intend to enroll in as a visiting student:

Home University Course Equivalency	Visiting University Course	Comments

My signature acknowledges that I have spoken with my advisor or department chair and have approval to transfer the course(s) listed above to my home institution; have read and understand the Visiting Student policy; understand that visiting student status does not guarantee housing at the visiting university; and authorizes the release of my transcript by the visiting university to my home university. I also understand that the grades will be accepted in full by my home university and will be included in my home university credits, GPA, and residency. I understand this form cannot be recinded after the semester/term/session begins.

_____ _____
Student's Signature Date

_____ _____
Advisor or Department Chair Date

Part II: The information listed in Part I is accurate and has been verified by the Registrar or Dean of the student's home university.

Acknowledged _____ _____
Home University Registrar/Dean Date

Part III: The visiting student is admitted and registered at the Visiting University.

☐ Scheduled _____ _____
Host Campus Registrar Date

Visiting University Registrar: Return copies of this form to Home University and Student.

Policy 1991-03: Visiting Student Program

Adopted: July 18, 1991

A. Purpose

1. To facilitate undergraduate and graduate student enrollment at institutions of the Pennsylvania State System of Higher Education to take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

B. Standards

1. A graduate student must be accepted into a graduate program and be in good academic standing.
2. On a space available basis, students may take up to 12 credits from other PASSHE universities via the Visiting Student Policy. Exceptions to the maximum credits may be granted for students enrolled in a joint degree between two or more PASSHE universities.
3. All credits and grades earned at other PASSHE universities through this policy shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.
    a. It is the responsibility of the student to work with, and get approval from, their graduate advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with PASSHE procedures.
    b. It is the responsibility of the student to complete the Visiting Graduate Student Notification Form and submit to the home institution prior to enrolling in courses at another PASSHE institution.
    c. Students cannot use the Visiting Student Program to repeat courses taken at the home institution.
    d. Students cannot use the Visiting Student Program for internship or practica that are required for the program of study or for licensure or certification without the express written permission of the home university Dean of Graduate Study and placement availability at the host institution.
4. The student shall register at, and pay tuition and fees to, the State System University visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities.
5. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, candidacy requirements, and credits to graduation are assured.

Adopted: July 18, 1991
Amended: April 18, 2010
Amended: July 8, 2014