



MICHIGAN UNDERGRADUATE GUEST APPLICATION

(Please follow the instructions on the reverse side of this page)

PART I (To be completed by applicant)

1. Name: _____
Last (Maiden) First Middle Additional Name(s)

2. *Social Security #: _____ UIC #: _____

3. *Sex: M F 4. *Birth Date: _____ 5. Citizenship (Country): _____ (Visa Type) _____

6a. *Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino

6b. *Race: (May select one or more)
 American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

*Information is optional and is requested to fulfill obligations to the Federal Government. This information will not be used in a discriminatory manner and will be held confidential. Failure to respond will not subject applicant to adverse action.

7. Current Address: _____ Phone: (____) _____
No., Street, City, Zip

8. Home Address: _____ Phone: (____) _____
No., Street, City, Zip

9. Email Address: _____ 10. Are you a veteran? Yes No

11. State of Legal Residence _____ County of Legal Residence: _____ Legal residence since: _____

12. Guest Application to: _____
College or University, City, State

13. Guest Term Dates: _____ to _____
Month, Year Month, Year

14. Have you previously applied for admission to this institution? Yes No If Yes, when _____

15. Have you previously attended classes at this institution? Yes No If Yes, please indicate dates: _____

16. Courses that you plan to take: _____

Course Number(s), Title(s)

Please note that the courses listed will not guarantee enrollment at the guest institution, or transferability to the home institution.

I certify that the above statements are true. I agree to abide by the regulations of the institutions named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.

Student's Signature: _____ Date: _____

PART II (To be completed by an official at the institution in which the student is currently enrolled)

1. Institution currently or last enrolled: _____
College or University, City, State (Home Institution)

2. Enrolled Status: Currently Enrolled? Yes No If no, Last Date of Attendance: _____

3. Academic Standing: "C" Average or Better? Yes No Eligible to Return? Yes No

4. Number of credits completed at home institution? _____

I certify that the statements in Part II are true.

Signature of School Official _____ Title _____ Date _____ Phone No. _____ Seal _____

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INSTRUCTION PAGE

This form will serve as your application for admission as a guest student at a Michigan college or university. All prospective students should check with the Guest Institution to determine if additional requirements are required for admission or enrollment. This form does not ensure transferability of courses taken at the Guest Institution to the Home Institution.

Special attention should be paid to all pre-requisite and co-requisite course requirements of the Guest Institution where the course is to be taken.

Fill out PART I of the application. Then take it to the Registrar (or officer at your school who processes Guest Applications) where PART II will be completed and signed. The completed Guest Application will then be sent from the Home Institution to the school to which you are applying.

Guest Students.....

1. are subject to all the admission and registration regulations of the Guest Institution.
2. do not have permission to register as a degree candidate at the Guest Institution.
3. are responsible to determine that the Home Institution will accept credit earned as a guest student.
4. must understand that falsification of any part of the Guest Application may result in cancellation of admission and/or registration at the Guest Institution.
5. must arrange to have a transcript of any guest credit earned as a guest student sent from the Guest Institution back to the Home Institution.
6. wishing to apply for financial aid should verify their eligibility with the Guest Institution.

Revised 08/11

SVSU Guest Student at Other Institution Information
Saginaw Valley State University
Office of the Registrar

Please read the following policies which pertain to being a guest student at another institution. When you have read and understand these policies, sign in the space provided below.

1. A course taken at SVSU may only be repeated at another institution if the course is an equivalent course at SVSU, the initial course graded at SVSU was a D, F, or WF, and a grade of C or better is earned in the repeated course. There will be no transfer of the grade earned from another institution and no recalculation of the SVSU GPA.
2. Only credits, not grade points, transfer to SVSU.
3. If you are graduating at the end of the term you intend to guest, you must also be enrolled at SVSU. The transcript must be received by the SVSU Registrar's Office Administrative Secretary within two weeks following the end of SVSU's term.
4. If you are participating in a varsity sport at SVSU, before applying as a guest student, contact the athletic advisor in the Ryder Center Athletic Office to see if being a guest student will affect your eligibility.
5. If you are receiving financial aid, guest credit may not be covered by your SVSU financial aid eligibility. Check with the SVSU Financial Aid Office.
6. If you are receiving Veterans Administration educational benefits, check with the Certification Clerk for Military Student Affairs in Curtiss Hall 121. The V.A. certifying official at your guest institution should send a V.A. Enrollment Certification to the SVSU's Military Student Affairs.
7. By completing this guest application it does not approve a course as a direct equivalent when transferring back to SVSU. If you are unsure how a course might transfer back to SVSU, please request a review from the Registrar's Office or your Department Chair.

Signature _____ Date _____