



Distance Education - Application/Registration Form for Non-IUP Students

I wish to enroll for the following semester/session:

Summer: Early Session Summer I Summer II Fall Winter Spring \_\_\_\_\_ Year

Please enroll me in the course(s) selected below: [Current Course Schedule\(s\)](#)

(Example: ACCT 201 would be listed as: Subject: ACCT, Course: 201; Section: 801, CRN #: 30928; Course Title: Accounting Principles I)

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ CRN # \_\_\_\_\_ Course Title \_\_\_\_\_

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ CRN # \_\_\_\_\_ Course Title \_\_\_\_\_

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ CRN # \_\_\_\_\_ Course Title \_\_\_\_\_

Subject \_\_\_\_\_ Course # \_\_\_\_\_ Section # \_\_\_\_\_ CRN # \_\_\_\_\_ Course Title \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Have you previously taken IUP college credit courses? Yes No

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Evening Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_

PA Resident: Yes No If yes, how many years? \_\_\_\_\_

[PA County Code](#): \_\_\_\_\_

If no, in which state do you reside? \_\_\_\_\_

Your date of birth will be kept confidential and used solely for registration and statistical purposes.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your social security number will be kept confidential and used for registration and financial aid purposes. An IUP student identification number will be issued upon registration.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you an IUP employee, spouse or the child of an IUP employee: Yes No

If yes, please indicate employee name if other than yourself. \_\_\_\_\_

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## Optional Information

The information requested is voluntary. It is intended for statistical purposes only, and will not be used as a factor in determining your eligibility for distance education courses.

Gender:            Male            Female

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.)

White

Black or African American

Asian

American Indian or Alaska Native

Native Hawaiian or Pacific Islander

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## International Student Information

US Citizen:    Yes    No    Permanent Resident:    Yes    No    Green Card:    Yes    No

Other (specify visa type)

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Country of Citizenship \_\_\_\_\_

Is English your native language?    Yes    No

If no, have you taken the Test of English as a Foreign Language (TOEFL)?    Yes    No

If you have taken the TOEFL or IELTS, provide date of exam:    \_\_\_Month \_\_\_Day \_\_\_Year

Test Score: \_\_\_\_\_

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## High School Information

School Name: \_\_\_\_\_

High School Graduation/Projected Date:    \_\_\_\_\_Month    \_\_\_\_\_Year

Are you a high school graduate?    Yes    No    If GED:    \_\_\_\_\_Year

Are you a college graduate?    Yes    No

Have you earned a bachelors degree?    Yes    No

Are you currently attending a college/university?      Yes      No

If so, where \_\_\_\_\_

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How did you learn about IUP's Distance Education Courses?

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**Policy Governing Non-IUP Students Taking Undergraduate Distance Education Courses**

Enrollment in distance education courses does not constitute acceptance in any degree or certificate program at IUP. Students interested in completing a degree or certificate, which would require on-campus attendance, should submit a formal application to the appropriate office:

Admissions (Full-time) or the Office of Distance Learning and Continuing Education (Part-time).

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**In order for your application to be official, please complete, print, sign, and date this form. Mail your completed application to the address below.**

Indiana University of Pennsylvania  
Office of Distance Learning and Continuing Education  
Keith Hall, Suite 100  
390 Pratt Drive  
Indiana PA 15705-1092

There is a one time \$40.00 non-refundable application fee (make check payable to Indiana University of Pennsylvania.) Once enrolled, you will receive written confirmation along with your student ID and instructions for accessing IUP e-mail. Your course information will be sent to your IUP e-mail account several weeks prior to the first day of class. If, for some reason we are unable to register you for your selected course(s), we will contact you by phone, or by the e-mail address you have supplied above.

**Cancellation and Withdrawal Policy:**

Once enrolled, if you decide you would not like to participate in the course, you must contact the Office of Distance Learning and Continuing Education via e-mail at [ce-info@iup.edu](mailto:ce-info@iup.edu) or telephone 1-800-640-7421 **BEFORE** the second day of class. Failure to notify IUP will result in continued billing and the complete loss of tuition, fees paid, and a failing grade in the course(s). Please see the IUP Withdrawal Policy: [www.iup.edu/registrar](http://www.iup.edu/registrar)

By my signature, I attest that all information on this application is complete and correct. Any omission, falsification, or misrepresentation on the part of the applicant is cause for denial, cancellation, or dismissal from IUP if subsequently discovered. All documents submitted in support of the application become the property of IUP. I also understand the application fee is non-refundable.

Thank you for completing your application to Indiana University of Pennsylvania.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_