

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
DISTANCE EDUCATION APPLICATION**

**Part I – To be filled out by student**

Name (Last, First, Middle): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Local Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

US Citizen?  No  Yes Legal PA Resident?  No  Yes

If NO – Country of Citizenship: \_\_\_\_\_ If YES – County: \_\_\_\_\_

<b>We are required to collect race &amp; gender data on applicants. You are therefore asked to <u>voluntarily</u> answer the following questions:</b>			
Ethnicity:	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Black, Non-Hispanic
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White, Non-Hispanic	<input type="checkbox"/> Other _____
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

High School – Name: \_\_\_\_\_ Date of Graduation (or GED): \_\_\_\_\_

Address – City/State/Zip: \_\_\_\_\_

Current PA State System University: \_\_\_\_\_ Cumulative QPA: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Academic Standing (Good/Probation/Suspension): \_\_\_\_\_

University Visiting: \_\_\_\_\_ Semester/Year to be enrolled: \_\_\_\_\_

Please List course(s) you plan to take:	Office use only	
	Course Equivalency	Program Placement
		<input type="checkbox"/>

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Your signature authorizes release of transcript from host institution to home institution.

**Part II – To be filled out by officials on student's home campus. Approval attests that the student is eligible for the proposed course(s) and the information in Part I is accurate.**

Recommended Action:

Approve  Not Approve

\_\_\_\_\_  
Advisor/Department Chair

\_\_\_\_\_  
Date

Approve  Not Approve

\_\_\_\_\_  
Dean's Office

\_\_\_\_\_  
Date

Acknowledged

\_\_\_\_\_  
Home Campus Registrar

\_\_\_\_\_  
Date

**Part III – To be filled out by the host campus. Approval attests that the student is eligible for the proposed course(s).**

Approve  Not Approve

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

Approve  Not Approve

\_\_\_\_\_  
Admitting Official

\_\_\_\_\_  
Date

Acknowledged

\_\_\_\_\_  
Host Campus Registrar

\_\_\_\_\_  
Date

**Host Campus Registrar: Return copies of this form to Home Campus and Student.**

# APPLICATION FOR STUDENTS TAKING DISTANCE EDUCATION COURSES AT OTHER PA STATE SYSTEM UNIVERSITIES

## Instruction to Students

### Purpose

The purpose of this form is to enable you to enroll in a course at another State System University and transfer the course credit and grade to your home University. This will enable you to take advantage of courses, programs or experiences not available at your home institution, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation.

### Eligibility

To be eligible to enroll in a course at another State System University:

1. You must be a current student at your home university.
2. You must obtain advanced approval from your home University by initiating Part II of this form.
3. A copy of this completed form must be received by the registrar of the host university by the time of your registration.

### Filling out the Form

Most of the information on this form may be on file at your home university but to enroll in another SSHE university your personal information must be entered into their database from this form. This will enable you to be admitted into that university, to enroll in classes and to receive credit and grades for that course or courses. You may enroll for a maximum of 18 credits in a single semester or summer.

### Routing of this Form

1. Fill out, sign and date this form; present it to your advisor or department chair for signature and deliver the form to the office of the dean of your college.
2. The dean's office will review, sign and forward the form to the registrar of your university. The dean's or registrar's office will fill in the portions of the form on Course Equivalency and Program Placement.
3. Your registrar will send the form to the registrar of the host university (the university from which you will be taking the class).
4. The host university registrar will forward the form to the director/chair of the program/department and to their office of admissions.
5. The form will be returned to the host campus registrar who will return a copy to you and to the registrar of your university.
6. The student will register at the host university but will pay tuition and fees to his/her home institution.
7. The host university's official transcript will transfer all credits from the host university to the home university. All credits and grades accrued at the host university will be accepted in full by the home university, and thereafter treated as home university credits and grades.
8. Each university will specify and publish the approval procedure for its own students' participation and for students from other System universities who wish to study under this policy.