

POLICIES

1. CAPS students may take courses in all College of Arts & Sciences graduate programs (except for PhD in Clinical Psychology; students must contact the department for permission to enroll in a class: 617.305.1921). In the Sawyer Business School, students may take graduate CAPS courses in the Master of Public Administration and Master of Health Administration programs only.
2. Attach a copy of your undergraduate transcript to this form.
3. Visiting students who are currently enrolled in a graduate program at another university must also complete the dean's approval section on the next page. Contact the Business School dean at 617.573.8088, or the College dean at 617.573.8265.
4. CAPS students may take a maximum of two courses (six credits).

INSTRUCTIONS

1. Only **new** CAPS students should use this registration form. **Returning** CAPS students should register online.
2. Upon completing this form, return it to the Office of Graduate Admission by:
Mail: 8 Ashburton Place, Boston, MA 02108
Fax: 617.305.1733
Walk-In: 73 Tremont Street, 6th Floor
Monday & Friday, 8:45am–4:45pm
Tuesday–Thursday, 8:45am–5:30pm
3. Upon receipt of this form the Office of Graduate Admission will issue a student identification number. Once an identification number has been issued students may then proceed to the Registrar's Office or www.suffolk.edu/onesource to register.
4. Call the Office of Graduate Admission at 617.573.8302 with questions about graduate programs or admission policies. Call the Registrar's Office at 617.573.8430 with questions on registration procedures or course availability. Call the Office of the Bursar at 617.573.8407 with questions about tuition fees and payment policies.
5. New CAPS students must submit at least 50 percent of their tuition payment with this registration form. Please see next page for more information.



SUFFOLK UNIVERSITY
OFFICE OF GRADUATE ADMISSION

REGISTRATION FORM

Continuing and Professional Studies (CAPS) Program and
Visiting Graduate Students

NEW APPLICANT INFORMATION

NAME: _____

STATUS: New Visiting

PROGRAM: _____ TERM: Fall Spring Summer

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: Day Evening

FAX: _____

EMAIL: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

ETHNIC BACKGROUND: (this question is optional and used for reporting purposes only)

- Hispanic/Latino (including Spain, Central America, Cuba, Mexico, Puerto Rico, and South America excluding Brazil)
- American Indian (including all Original Peoples of the Americas)
- Asian (including China, India, Japan, Korea, Pakistan, the Philippines, and Vietnam)
- Black or African American (Africa and the Caribbean)
- Native Hawaiian/Other Pacific Islander
- White (including Europe and the Middle East)

REGISTRATION INFORMATION

(Please print clearly and be sure to include all required information)

SAMPLE						
Dept.	Course #	Section	Title	Day	Time	Instructor
EHS	715	AE	Research Methods	Th	7:15–9:55pm	Shatkin
EHS	715	AE	Research Methods	W	7:15–9:55pm	Shatkin

Dept.	Course #	Section	Title	Day	Time	Instructor

DATE: _____

STUDENT'S SIGNATURE: _____

Please complete method of payment information on the next page.

DEAN'S APPROVAL FOR VISITING STUDENTS

DATE: _____ DEAN'S SIGNATURE: _____

NAME AND TITLE: (please print) _____

COMMENTS: _____

CONVICTION DISCLOSURE

Have you ever been convicted of 1) a misdemeanor for which the sentence was imprisonment or 2) any other misdemeanor excluding a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace within the last five (5) years? Yes No

Have you ever been convicted of a felony? Yes No

If the answer to either of the above questions is yes, please submit a detailed, explanatory statement with this application.

PAYMENT INFORMATION

Total Tuition Charges: \$ _____

While cash and credit card payments are not accepted, the following methods are: personal check, money order, bank check, travelers check, wire transfer.

Suffolk University also offers an ACH secure check payment option via www.suffolk.edu/bursar. Choose "Make a Payment" located in the menu to the right.

Check and money order payments may be made in person on campus. Bring this form with your payment to the Office of the Bursar in the Donahue Building at 41 Temple Street, Room 325.

Please be advised: All checks processed by Suffolk University are subject to electronic check conversion.

Funds may be wired to Suffolk University using the following information for Citizens Bank:

Account Number: 1105064708

ABA Number: 011-500-120

Swift Number: CTZIUS33

Please be sure to reference your name and ID number on all wire transfers.

Registrations received without payment will not be processed.

For information on tuition refunds in case of withdrawal or a leave of absence from the University, please visit www.suffolk.edu/admission/withdrawal.