



REGISTRATION FORM

Continuing and Professional Studies (CAPS) Program for Undergraduate Students

POLICIES

1. CAPS students may take courses in the College of Arts & Sciences and in the Sawyer Business School if they have completed all necessary prerequisites.
2. Attach an official copy of your high school or college transcript to this form.
3. International visiting students who are currently enrolled at another US university are limited to one course per term and must submit a copy of the I-20 issued from their current institution.

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 Undergraduate Admission by:
 Mail: 8 Ashburton Place
 Boston, MA 02108
 Fax: 617.557.1574
 Walk-In: 73 Tremont Street, 6th Floor
 Boston, MA 02108
 Monday–Friday, 8:45am–4:45pm
3. Upon receipt of this form and official transcript(s), the Office of Undergraduate Admission will issue a student identification number. Once an identification number has been issued and payment has been made, students may then proceed to the Office of the Registrar to register by:
 Walk-In: 41 Temple Street, 3rd Floor
 Boston, MA 02114
 Monday–Thursday, 8:45am–5:30pm
 Friday, 8:45am–3:00pm
4. Call the Office of Undergraduate Admission at 617.573.8460 with questions about admission policies. Call the Office of the Registrar 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.

NEW APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: Home Cell

EMAIL: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

CITIZENSHIP: US Citizen US Permanent Resident International Student

STATUS: New Visiting TERM: Fall Spring Summer I Summer II

PROGRAM: College of Arts & Sciences Sawyer Business School

LOCATION: Boston Campus Suffolk/Cape Cod Madrid Online

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

1. Are you Hispanic/Latino? Yes, Hispanic or Latino (including Spain) No
2. Regardless of your answer to the prior question, please indicate how you identify yourself. (check all that apply)
 - American Indian or Alaska Native (including all Original Peoples of the Americas)
 Are you enrolled? Yes No If yes, please enter Tribal Enrollment Number _____
 - Asian (including Indian subcontinent and Philippines)
 - Black or African American (including Africa and the Caribbean)
 - Native Hawaiian or Other Pacific Islander (Original Peoples)
 - White (including Middle Eastern)

REGISTRATION INFORMATION

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

SAMPLE						
Dept.	Course #	Section	Title	Day	Time	Instructor
ENG	110	A	Boston's Literary Scenes	M–F	9:00am–12:00pm	Richmond
MGT	101	BE	Business Foundations	T	4:30–7:30pm	TBA

Dept.	Course #	Section	Title	Day	Time	Instructor

DATE: _____ STUDENT'S SIGNATURE: _____

STUDENT ID: _____

ACADEMIC INFORMATION

CURRENT OR MOST RECENT SECONDARY SCHOOL ATTENDED:

ENTRY DATE: _____ GRADUATION DATE: _____ SCHOOL TYPE: Public Charter Independent Religious Home School

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

CURRENT OR MOST RECENT COLLEGE/UNIVERSITY ATTENDED:

DEGREE CANDIDATE: Yes No DATES ATTENDED: _____

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PAYMENT INFORMATION

Total Tuition Charges: \$ _____

For information on tuition fees, tuition due dates and payment information, please visit www.suffolk.edu/bursar, or contact the Office of the Bursar at:

Office of the Bursar
Suffolk University
41 Temple Street
Donahue Building, Room 325
Boston, MA 02114

Monday–Thursday, 8:45am–5:30pm; Friday, 8:45am–3:00pm

617.573.8407
bursar@suffolk.edu

For information on tuition liability due to withdrawal or leave of absence from the University, please visit www.suffolk.edu/offices/5203.html.

CONVICTION DISCLOSURE

Have you ever been convicted of a felony? Yes No

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

You do not need to include any convictions where the conviction has been vacated.
