

## Visiting Student

### Application Form Instructions

In some instances, students currently enrolled in a graduate program at another university may receive special permission from their Dean or Program Director, and Suffolk University's Associate Dean of Academic Affairs, to take a Suffolk MBA Online course.

The following are needed to enroll in a Suffolk MBA Online course as a visiting student:

1. A letter [from your Dean or Program Director](#) to Suffolk University's Associate Dean of Academic Affairs that indicates the following:
  - Your name
  - The name of the graduate program in which you are enrolled
  - Verification that you are in good academic standing within your program
  - The Suffolk MBA Online course(s) in which you wish to enroll
  - Verification that these courses will be awarded transfer credit at your university
2. Current transcript from your university (*will be used to verify prerequisites*)
3. Complete the Visiting Student (*Graduate CAPS*) form
4. Send all materials to  
Fax 617-573-8653

## Visiting Student

### Application Form

**Do not write on this line:**

Student ID# \_\_\_\_\_

Complete all **except** Suffolk University's Approval Section

To generate your Suffolk student identification number, please provide us with the following information:

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Term:

Fall                       Spring                       Summer

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Male                       Female

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

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

Home Telephone ( ) \_\_\_\_\_ Business Telephone: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

**Ethnic Background** (This question is optional and is being used for reporting purposes)

American Indian/Alaskan Native     Asian/Pacific Islander     Black American (Not Hispanic)

Hispanic/Latino                       White (Not Hispanic)

**Registration Information:**

Sample:

	Dept.	Number	Section	Title	Day	Time	Room	Instructor
1	EHS	715	AE	Research Methods	Th	7:15 -9:55	F37	Shatkin
Alternate	EHS	715	W	Research Methods	W	7:15-9:55	Online	Colmes

Please note: all online courses are designated with a "W" for Web.

Please print clearly and be sure to include all information required.

	Dept.	Number	Section	Title	Day	Time	Room	Instructor

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

# Suffolk University Approval for Visiting Students' Application

*TO BE COMPLETED BY THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS IF STUDENT'S APPLICATION IS APPROVED.*

Date: \_\_\_\_\_ Dean's Signature: \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## PAYMENT INFORMATION

*For questions about tuition fees and payment policies, please contact the Bursar/Student Accounts Office at 617.573.8407.*

### ACCOUNTING OFFICE VALIDATION

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### WITHDRAWAL POLICY

<i>Withdrawal Notice or Drop Form filed and approved within:</i>	<i>Student is liable for</i>
<i>Two weeks of opening term</i>	<i>20%</i>
<i>Three weeks of opening term</i>	<i>50%</i>
<i>Four weeks of opening term</i>	<i>75%</i>
<i>After four weeks</i>	<i>100%</i>

*All adjustments in the student's tuition liability will be based on the date on which the Withdrawal Notice or Drop Form is received by the Student Accounts Office.*