



# MICHIGAN UNDERGRADUATE GUEST APPLICATION

(Please follow the instructions on the reverse side of this page)

## PART I (To be completed by applicant)

1. Name: \_\_\_\_\_  
Last (Maiden) First Middle Additional Name(s)

2. \*Social Security #: \_\_\_\_\_ UIC #: \_\_\_\_\_

3. \*Sex:  M  F 4. \*Birth Date: \_\_\_\_\_ 5. Citizenship (Country): \_\_\_\_\_ (Visa Type) \_\_\_\_\_

6a. \*Ethnicity:  Hispanic/Latino  Non-Hispanic/Non-Latino

6b. \*Race: (May select one or more)  
 American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

\*Information is optional and is requested to fulfill obligations to the Federal Government. This information will not be used in a discriminatory manner and will be held confidential. Failure to respond will not subject applicant to adverse action.

7. Current Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
No., Street, City, Zip

8. Home Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
No., Street, City, Zip

9. Email Address: \_\_\_\_\_ 10. Are you a veteran?  Yes  No

11. State of Legal Residence \_\_\_\_\_ County of Legal Residence: \_\_\_\_\_ Legal residence since: \_\_\_\_\_

12. Guest Application to: \_\_\_\_\_  
College or University, City, State

13. Guest Term Dates: \_\_\_\_\_ to \_\_\_\_\_  
Month, Year Month, Year

14. Have you previously applied for admission to this institution?  Yes  No If Yes, when \_\_\_\_\_

15. Have you previously attended classes at this institution?  Yes  No If Yes, please indicate dates: \_\_\_\_\_

16. Courses that you plan to take: \_\_\_\_\_

Course Number(s), Title(s)

Please note that the courses listed will not guarantee enrollment at the guest institution, or transferability to the home institution.

**I certify that the above statements are true. I agree to abide by the regulations of the institutions named above while I am enrolled. I authorize the release of any records from my home institution which the guest institution may require.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART II (To be completed by an official at the institution in which the student is currently enrolled)

1. Institution currently or last enrolled: \_\_\_\_\_  
College or University, City, State (Home Institution)

2. Enrolled Status: Currently Enrolled?  Yes  No If no, Last Date of Attendance: \_\_\_\_\_

3. Academic Standing: "C" Average or Better?  Yes  No Eligible to Return?  Yes  No

4. Number of credits completed at home institution? \_\_\_\_\_

I certify that the statements in Part II are true.

Signature of School Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ Phone No. \_\_\_\_\_ Seal \_\_\_\_\_

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## INSTRUCTION PAGE

This form will serve as your application for admission as a guest student at a Michigan college or university. All prospective students should check with the Guest Institution to determine if additional requirements are required for admission or enrollment. This form does not ensure transferability of courses taken at the Guest Institution to the Home Institution.

Special attention should be paid to all pre-requisite and co-requisite course requirements of the Guest Institution where the course is to be taken.

Fill out PART I of the application. Then take it to the Registrar (or officer at your school who processes Guest Applications) where PART II will be completed and signed. The completed Guest Application will then be sent from the Home Institution to the school to which you are applying.

Guest Students.....

1. are subject to all the admission and registration regulations of the Guest Institution.
2. do not have permission to register as a degree candidate at the Guest Institution.
3. are responsible to determine that the Home Institution will accept credit earned as a guest student.
4. must understand that falsification of any part of the Guest Application may result in cancellation of admission and/or registration at the Guest Institution.
5. must arrange to have a transcript of any guest credit earned as a guest student sent from the Guest Institution back to the Home Institution.
6. wishing to apply for financial aid should verify their eligibility with the Guest Institution.

Revised 08/11

# **AQUINAS COLLEGE**

## **MICHIGAN GUEST APPLICATION INFORMATION**

The Michigan Undergraduate Guest Application has an instruction sheet included in order to complete the form properly. However, here are some important guidelines in order to ensure that all credits successfully completed will be transferred to Aquinas College.

1. If the course you are taking at a guest institution will be for your major/minor field of study, you must have the signature of the Department Chair on the form prior to submitting the form to the Registrar and Advising Center.
2. The Department Chair must include the course equivalency on the guest application to ensure that you are fulfilling the major/minor requirement for which the class is intended.
3. The GPA from the guest institution is not computed into the Aquinas College cumulative GPA. The credits will transfer, but the GPA does not.
4. A student taking a course that requires a lab must take both the lecture and lab for that course at the same institution during the same semester (If the lecture or lab is a retake, a student must retake both).
5. A student must receive a grade of a "C" or better to receive credit for a transfer course.
6. A maximum of 60 credits are accepted from an accredited community or junior college.
7. A student may repeat a course only once, unless further repetition is approved by the Provost.
8. Failure to complete the Michigan Guest Application may result in the course(s) not being approved for transfer credit.

Please contact the Registrar and Advising Center at (616) 632-2871 or email [registrar@aquinas.edu](mailto:registrar@aquinas.edu) if you have any questions.

Signing below confirms that you have read and understood the information listed above.

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date