



INDIANA UNIVERSITY SOUTH BEND

GRADUATE NON-DEGREE APPLICATION

Office of Admissions
1700 Mishawaka Ave/P.O. Box 7111
South Bend, IN 46634-7111
(574) 520-4839
admissio@iusb.edu

Release of Information

IU South Bend is committed to maintaining a safe environment for all members of the university community. As part of this commitment, the university requires applicants who have (1) been convicted of any felony or a misdemeanor such as simple battery or other convictions of behavior that resulted in injury to a person(s) or personal property, or (2) who have a history of formal disciplinary action at any college or university attended, to disclose this information as a mandatory step in the application process. A previous conviction or previous conduct does not automatically bar admission to the university, but does require review.

Complete information must be sent by certified mail with the application to the IU South Bend Office of Admissions at 1700 Mishawaka Ave, PO Box 7111, South Bend, IN 46634-7111. Applicants are responsible for maintaining the receipt certifying that the letter has been received by IU South Bend. Information to be submitted, in English, includes a brief explanation, location (city, state, country) of conviction of previous conduct, dates, and court disposition. This statement must also include a grant of permission to IU South Bend for complete access to criminal records, if any. Applicants who have been disciplined at another college or university must provide a statement, which includes a brief explanation, location and name of institution, dates, and disposition of the case. This statement must also include a grant of permission to IU South Bend for complete access to disciplinary records, if any, at the previous institution. For further information about either of these requirements, call (574) 520-4839.

SOCIAL SECURITY NUMBER*

*In accordance with the Privacy Act of 1974 and Indiana PL 22 of 1977, students and applicants are advised that the requested disclosure of their Social Security Number to designated offices is voluntary. The student has the right to refuse disclosure of this number or request its removal from the record without penalty. A special ten digit student identification number will then be assigned for use throughout the duration of the student=s involvement with the University. The Social Security Number, or student identification number, will be used to identify the student=s records, such as permanent transcripts, registration, grade reports, transcript requests, certification requests, certification of school attendance, and for reporting student status. The student=s Social Security Number is not disclosed to individuals or agencies outside Indiana University, except in accordance with the Indiana University policy on release of student information.

ACCESS TO PROGRAMS POLICY

**The policy of Indiana University regarding admission and access to programs prohibits discrimination on the basis of race, sex, religion, color, national origin, physical or mental handicap, age or status as a Vietnam-era veteran in any of its educational programs, admissions, or employment policies. The applicant is not required to answer the question about ethnic origin; refusal to answer this question will not affect admission. Any information given by the applicant to this question will be kept confidential.

APPLICATION FEE

A fee of \$45.00 is required of all applicants to Indiana University South Bend. Please attach a check or money order (made payable to Indiana University South Bend) when you return this application. You may also pay in person at the Admissions Office, located in Room 166 of the Administration Building.

SAFETY AND SECURITY DEPARTMENT

At Indiana University South Bend the safety and well being of all members of our campus community is a primary concern. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University publishes an annual security report that includes information about its services, crime prevention strategies, crime reporting policy, procedures & responses, access to campus facilities, enforcement & arrest authority of campus police officers, and campus crime statistics for the most recent three year period. The report also contains information on the University's policy on alcohol and other drugs, and on other security related University policies. The information and service report is available on the web at <http://www.iusb.edu/~sbsafety/clery.shtml>.

A hard copy of the report is available by writing to Indiana University South Bend, Safety & Security Department, 1700 Mishawaka Avenue, South Bend, IN 46634-7111. The printed report may also be obtained by calling the Safety and Security Department, or by stopping by the office.

STUDENT RIGHT TO KNOW ACT

Information concerning the completion of graduation rates of first-time, full-time students who were admitted to Indiana University South Bend in the Fall of 1986 and subsequent years may be obtained from the Office of the Registrar or <http://www.indiana.edu/~urr>.

Indiana University South Bend - Graduate Non-Degree Application

Personal Information

Social Security Number or Assigned Student Number (see page 2)

Legal First Name Middle Name Last Name

If any requested school records are under a different name, please indicate

Date of Birth (Month/Day/Year) Age Gender (M/F)

Current Address

City State Zip

County

Home Phone Work Phone

Email Address

How would you best describe yourself? (Please circle one)

- (N) Non-US Citizen (W) White
 (I) American Indian or Alaskan (C) Hispanic
 (A) Asian or Pacific Island Native (X) Other
 (B) Black

What is your citizenship status? (Please circle one)

- (U) US Citizen
 (O) Other: Non US Citizen
 (P) Immigrant, Permanent Resident:
 Please attach copy of green card

If you are not a US citizen, what is your country of citizenship?

What type of INS visa do you have?

Residency Information (Must be fully completed)

What is your state of legal residence?

If you are claiming Indiana as your legal residence, please choose one of the following: Dates you have lived in Indiana:

- Birth to present From ___ / ___ to ___ / ___
 MM YY MM YY

Academic Information

GRADUATE NON-DEGREE

Graduate Program:

Starting Semester: Fall (Aug) Spring (Jan)
 (circle one) Summer I (May) Summer II (July)
 Year: _____

High School

Name of High School

City State Zip

Graduation Date (Month/Year) (office use only)

Did you receive a GED? Yes/No State Date (Month/Day/Year)

Colleges/Universities Attended

List All Colleges and Universities ever attended. Begin with most current school attended, including IU campuses. Please use an additional piece of paper if necessary:

Name of College/University

City, State

Dates Attended Degrees Earned (office use only)

Name of College/University

City, State

Dates Attended Degrees Earned (office use only)

Name of College/University

City, State

Dates Attended Degrees Earned (office use only)

DO NOT WRITE IN THIS SPACE; FOR OFFICE USE ONLY

University I.D.#

Fee Y N

Check #

School: **Non-Degree**

Class: **M9**

Residency: R NR

Semester:

AFQL APRB

Action Date:

Program Code: **NDEG9**

Major Name: **Graduate Non-Degree**

Signature of Dean or Director:

Date:

Please indicate your purpose for pursuing course work at Indiana University South Bend. Please check all that apply:

Prerequisite for graduate program admission

Undergraduate prerequisites

Is the course work needed for an Indiana University South Bend bachelor degree program?

If yes, please indicate program:

Is the course work needed for another bachelor degree program?

If yes, please indicate university and program:

Graduate prerequisites

Is the course work needed for an Indiana University South Bend graduate program? If yes, please apply through the appropriate graduate program (see list below)

Is the course work needed for another graduate program?

If yes, please indicate university and program:

Guest Student Status: Enrolled in a graduate program at another university and wish to take course work at Indiana University South Bend. Please indicate university and graduate program:

Professional Development

Personal Development / Enrichment

Graduate Programs

Office of Graduate Business Programs

(574) 520-4138

M.S. in Accounting

M.B.A.

M.S. in Management of Information Technologies

School of Education Graduate Programs

(574) 520-4845

M.S. in Education, Counseling and Human Services

M.S. in Education, Elementary Education

M.S. in Education, Secondary Education

M.S. in Education, Special Education

M.S. in Elementary School Leadership

M.S. in Secondary School Leadership

Teaching License / Certification

Education Non-Degree

M.S. in Applied Mathematics and Computer Science

(574) 520-6521

M.A. of Arts in English and M.A. in Teaching English

(574) 520-4304

Master of Liberal Studies

(574) 520-6509

Master of Music

(574) 520-4161

Master of Public Affairs

(574) 520-4592

Master of Social Work

(574) 520-4880

Applicant Signature Required

I certify that the information provided is accurate and complete to the best of my knowledge. If necessary, I have enclosed a letter describing any criminal or disciplinary history as described on page 2 of this application.

By sending a check for payment, you are authorizing IU South Bend to use the information from your check to make a one-time electronic debit from your account at the financial institution indicated on your check. This electronic debit will be for the amount of the check and will post to your bank account within one day of receipt by us. The cancelled check will not be returned with your checking account statement. If we cannot post the transaction electronically, you authorize us to present an image copy for your check payment. You agree that if a third party submits a check on your behalf, that individual is your agent and has been provided these disclosures. Please contact (574) 520-4839 to learn about other payment options if you prefer not to have your check used in this way.

Signature (Please sign in ink)

Date