

SANTA CLARA UNIVERSITY

APPLICATION FOR UNDERGRADUATE NON-DEGREE SEEKING STUDENTS

First time Applicant _____ Returning Applicant _____

Application year 20_____ Fall Quarter _____ Winter Quarter _____ Spring Quarter _____

I have enrolled in Santa Clara University Summer School: No _____ Yes _____ Year(s) _____

Personal Data:

Full Legal Name: _____, _____, _____
Last First Middle

Social Security Number: _____ - _____ - _____ Birth Date: _____/_____/_____
Month Day Year

Student ID#: _____

U.S. Citizen: Yes _____ No _____ If no, are you a permanent resident? Yes _____ No _____

Type of current visa: _____ Country of Citizenship: _____

(Optional:)

Male _____ Female _____ Racial/Ethnic Background: _____

Permanent Address:

Street Address Apt# City

(_____) _____
State Zip Code Telephone Number

E-mail Address: _____

Mailing Address:

Check if same as above _____ Use address below until (mo/day/yr) ____/____/____

Street Address Apt# City

(_____) _____
State Zip Code Telephone Number

If you are applying as a non-degree student for the first time, please provide an official transcript for all Colleges or Universities previously attended (list below).

All Colleges/Universities attended:

School (City & State)	Date of attendance (mo/yr)	Degree/Diploma Earned
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School (City & State)	Date of attendance (mo/yr)	Degree/Diploma Earned
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Please make an appointment with the Drahmann Advising Center to receive approval for courses you wish to attend at Santa Clara. Note: Permission to enroll in the classes listed is on a space available basis only.

Course Selection:

Subject/Course Name	Course Title
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Subject/Course Name	Course Title
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I certify that all the above information is, to the best of my knowledge, complete and accurate.

Signature of Applicant

Date

Approval: This student has permission to enroll in the classes listed above on a space available basis at the time registration is processed.

Signature of University Advisor

Date

PLEASE READ THE FOLLOWING BEFORE REQUESTING A NON-DEGREE APPLICATION:

Santa Clara University does not admit degree-seeking students on a part-time basis. Students wishing to take an individual course should read the following information then contact the Office of the Registrar for an application for Non-Degree students. Students eligible for admission as a Non-Degree student may enroll, *but only on a space-available basis.* Please note that taking classes on a Non-Degree basis does not automatically assure admission into a degree-seeking program.

Instructions for Non-Degree Students:

1. Students enrolling as Non-Degree students for the **FIRST** time must submit the following to the Santa Clara University's Office of the Registrar:
 1. Completed application form that is **DUE ONE WEEK** prior to the first day of classes.
 2. Official transcripts from **ALL** colleges/universities attended except SCU.
 3. If English is not the applicants first language, SAT I & TOEFL scores.
2. Registration for classes occurs during the late Registration/Add period at the Office of the Registrar in the Walsh Administration Building. Applicant must submit an add/drop form with the instructors signature. Applicant will be enrolled on the last day to add classes for the quarter.
3. Admission and enrollment as a Non-Degree student will depend upon previous academic work and available space in the desired course(s). *Acceptance by this form does NOT guarantee that classes will be available.*
4. **Non-Degrees who continue to a new academic year must submit a new Non-Degree application. It will not be necessary to resubmit transcripts.**
5. Students registering for 6 or more units are required to show proof of health insurance coverage. For more information, refer to the Undergraduate Bulletin found at <http://www.scu.edu/bulletin/undergraduate/>.
6. Questions pertaining to tuition and educational related expenses should be forwarded to the Bursars Office in the Walsh Administration Building or 408-554-4412.

Santa Clara University
Office of the Registrar
500 El Camino Real
Santa Clara, CA 95053-0602
408-554-4331
FAX 408-554-6926