

ENROLLMENT FORM FOR VISITING STUDENTS

Non-degree seeking or Post-baccalaureate

www.International.MissouriState.edu/EducationAbroad/

Please see page 3 for additional information on who should use this form. Shaded areas are for office use only.

I. PERSONAL INFORMATION

1. Legal Name (as shown in government issued ID) 2. Mailing Address 3. City / State / ZIP

4. Phone Number 5. Cell Phone (if different) 6. FAX (optional) 7. Email Address

8. Sex
M F 9. Date of Birth (mm/dd/yyyy)

Answers to the following two questions are optional and are requested to comply with federal guidelines.

10. Ethnicity (choose one) 11. Race (you may choose one or more)
Hispanic American Indian/Alaska Native White or Caucasian Native Hawaiian or other
Latino Black or African American Asian Pacific Islander12. Are you a U.S. citizen? If you selected no, are you a permanent resident? If you are a permanent resident, please attach a copy of the front and back of your alien registration receipt card.
Y N Y N13. Have you lived in Missouri for the past 12 months for purposes other than being a student? If no, what is your state of residency?
Y N14. Highest diploma or degree earned
GED High School Associate's Bachelor's Master's or higher

15. School or college from which you earned the above diploma or degree 16. City/State

17. Class 18. Type 19. School

20. Have you attended Missouri State University previously? 21. If yes, indicate last semester/year attended
Y N

22. BearPass (M#), if known 23. Maiden or other names used on academic records (if any)

24. Have you ever been convicted of or pled guilty to a crime other than a traffic offense, or are any criminal charges pending against you, or have you been dismissed/suspended from another college or university for disciplinary reason? Y N If yes, please explain on a separate sheet.

II. EDUCATION ABROAD COURSE INFORMATION (REGISTRATION REQUEST)

Please see the Program Flyer (available on the Education Abroad website) to complete the information below.

1. Program Name

2. Country

3. Travel Dates

Ex: Contemporary Culture & Dance in Scotland

Ex: Scotland

Ex: August 5-16, 2021

4. Course Name

5. Course Code & Number

6. Credit Hours

Ex: International Culture and Study Abroad

Ex: IDS 397

Ex: 3

7. CRN

8. Section

9. Year

10. Session

Spring

Summer

Fall

11. Application

12. Readmission

13. Registration

14. Change of Registration

15. Change of Schedule

16. Processed by

17. Date

18. Tuition Received

19. Program Fee Received

See next page for information on Payment of Program Fees and Tuition.

DO NOT SUBMIT ANY PAYMENTS WITH THIS FORM.

Sign on page 4 and return to the Office of Education Abroad.

WHO SHOULD USE THIS FORM?

You should use this form if you are not already a Missouri State University student and you wish only to enroll in an Missouri State University Education Abroad course.

You will be admitted and registered under one of the following classifications:

- **Non-degree Undergraduate Student:** This is for students who do not already have a bachelor's degree (including those students seeking a degree at another institution).
- **Post-Baccalaureate Student:** This is for students who self-certify that they already have a bachelor's degree.

Transcript and Credit Transfer: Upon completion of your course, it will appear on your Missouri State transcript. If you wish to transfer the credit to another institution, you may request the Office of the Registrar to send your transcript to that institution. Consult your academic adviser at your home institution if you have questions regarding how the course(s) will transfer.

Financial aid is not available under the Non-degree seeking Undergraduate or Post-Baccalaureate student classifications. Students who are enrolled as degree-seeking students at another college or university should consult the Financial Aid office at their home institution.

Admission and Enrollment: You do not need to complete an MSU Application for Admission, pay an application fee, or provide transcripts or test scores to enroll as a visiting student in a Education Abroad course.

- If you plan to enroll in additional courses at Missouri State, download the appropriate course enrollment form at <http://adultstudents.missouristate.edu/enrlform.htm>.
- If you plan to seek a degree at Missouri State, contact the Admissions Office (for undergraduate students), the Graduate College (for graduate students) or the Teaching Certification Office to complete admission/enrollment/registration process.
- If you have attended Missouri State previously and wish to re-enroll in the same classification under which you last attended, visit <http://adultstudents.missouristate.edu/enrlform.htm> to download the appropriate course enrollment form.

PAYMENT OF FEES AND TUITION

The Estimated Program Fee is shown on the program flyer, posted at <http://bit.ly/STFDPPrograms>. The brochure lists what expenses are and are not included in the program fee. The program fee is based on rates in effect on the publication date of the flyer and may be subject to change. **Program participants agree to a potential increase of up to 10% of the program fee if costs increase before or during travel. Upon completion of the program, the actual cost per student is recalculated by the Office of Education Abroad. Any residual monies within the program account after the program reconciliation will be refunded to students if the refund is more than \$100. Refunds of less than \$100 will be transferred to an emergency evacuation fund.**

The Balance of Program Fees (including airfare, if applicable) will be billed according to the schedule posted on your online application. **The Balance of Program Fees includes a nonrefundable program fee of 15% if a participant wishes to withdraw.** Please refer to the online application for specific withdrawal penalties.

Education Abroad program fees must be paid in full by the stated payment deadlines on the online application. Nonpayment guarantees automatic withdrawal from the program and course. See the program brochure and online application for Payment, Cancellation and Refund policies and deadlines. Payments for visiting students will be made through the student's storefront account.

Tuition for the number of undergraduate or graduate credit hours of the course associated with your Education Abroad program will be billed upon course enrollment. **Both Missouri residents and nonresidents pay Missouri Resident tuition rates for Education Abroad courses.** Per credit hour tuition the current academic year can be found at www.missouristate.edu/costs.

Missouri State University My Payment Plan allows students in good financial standing to make charges on their accounts for required student fees, parking permits and fines, bookstore charges, library fines and other charges to pay for those charges in installments. Please review the complete terms and conditions of My Payment Plan at <http://www.missouristate.edu/financialservices/deferredpaymentplan.htm>. By signing this form, you agree to all terms of the My Payment Plan.

III. SIGNATURE

I certify by my signature below that the information I have provided is accurate and acknowledge that falsified information may result in suspension or expulsion from Missouri State University with the loss of Education Abroad program fees and course tuition. I understand that I am responsible for full payment of all Education Abroad program fees and tuition for the course for which I am registering; that such payment must be made by the dues dates specified on University invoices, and that all payments must be received prior to travel. I further acknowledge that I have read and understand the Payment, Cancellation and Refund Policies on the Education Abroad online application and agree to the terms of the My Payment Plan. I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules and syllabi, computer use policies and the Student Code of Rights and Responsibilities.

Student's Signature

Date

Please submit this completed and signed Enrollment Form, along with any required documents listed on this form, to:

Office of Education Abroad

Missouri State University
901 S National Ave., PSU 209
Springfield, MO 65806 USA