Purpose:

IUPUI students are able to register for classes at Ivy Tech while maintaining IUPUI as their home institution via the Ivy Tech Guest Student Application. The Guest Application records advisor verification of prerequisites and degree applicability of the guest class(es).

To qualify for use of the Guest Application, you must be concurrently enrolled in at least one class at IUPUI for fall and spring semesters. There is no concurrent enrollment requirement for the summer semester, unless you plan to use the Passport Financial Assistance Agreement.

Deadlines:

- **Preferred deadline**: 5 weeks prior to the start of the class
- **Final Processing deadline**: 1 week prior to the start of the class
- **Final Deadline (not recommended to submit this late unless extenuating circumstances)**: Wednesday before the start of the class. If you turn in your Guest Application this late, there is no guarantee that Ivy Tech can process it before the class begins.
Application Process

1. The Ivy Tech Guest Application is available [here](#). An advisor signature is necessary to ensure the degree applicability of the Ivy Tech course and that you are in good standing (not dismissed) at IUPUI.

2. To view Ivy Tech’s course offerings, visit their [course schedule search](#). You may select multiple Ivy Tech campuses, but if you plan to use the Passport Financial Assistance Agreement be sure that you select a [Central Indiana Location](#). If you select a course that is not in the Ivy Tech Central Indiana region, financial aid cannot be utilized.

3. Submit the Guest Student Application along with a copy of your I-20 to the Passport Office, located in Hine Hall, Room 121. To send it electronically, email the completed form to [Passport@iupui.edu](mailto:Passport@iupui.edu) with “Guest Student Application” in the subject line. **Please note:** if you hold an F-1 visa, we must have a copy of your I-20 in order to process the Guest Student Application. **Without the entire I-20, the application will not be processed.**

4. Approximately 7-10 business days after you have submitted your Guest Application, you will receive an email via your IUPUI or Ivy Tech email address with instructions on how to log into Campus Connect to enroll in your course(s). As a reminder, you must register/enroll in the Ivy Tech classes through your Ivy Tech Campus Connect account; **the guest application will not automatically enroll you.**

5. If you earn financial aid through IUPUI, you will also need a Passport Financial Assistance Agreement (process outlined on the following page).

6. A new Guest Application must be completed every semester and students may only register for the courses listed on their Guest Application.
Additional Notes for International Students

1. Before selecting your Ivy Tech courses, please confirm the number of online credit hours your program allows with the IUPUI Office of International Affairs.
2. SACM students have additional requirements (see last page).
3. Once enrolled in your Ivy Tech course(s), be sure to complete the Concurrent Enrollment Verification eForm located in your iStart account to show that you are enrolled full-time during the semester. In addition, you will also need to include a copy of your Ivy Tech schedule. Additional information can be found here.
Passport Financial Assistance Agreement

- Beginning fall 2016, students who are enrolled in 12 or more credits at IUPUI will not qualify for the Passport Financial Assistance Agreement.

1. If you wish to use IUPUI financial aid to pay for the Ivy Tech guest class, you must complete a Passport Financial Assistance Agreement (PFAA). The policies and form are available here. You should also complete the form if you receive any aid with a credit hour requirement that will not be met by your IUPUI credits alone. If you do not complete a PFAA, Ivy Tech will not communicate the total number of concurrent credit hours to IUPUI’s Office of Student Financial Services.

2. You must enroll in a minimum of 3 credits at IUPUI and Ivy Tech to qualify for the Passport Financial Assistance Agreement for any semester.

3. The PFAA should be submitted after you have enrolled in your course(s) at Ivy Tech. If you are not registered and do not provide a C# on the form, it will not be processed. As a reminder, students cannot utilize financial aid through Ivy Tech while enrolled as a guest student.

4. After you have enrolled in the course(s) at Ivy Tech, you must submit the Passport Financial Assistance Agreement directly to Ivy Tech. The form may be submitted in person to Ivy Tech’s Express Enrollment Services on the first floor of the NMC building at 50 W. Fall Creek Parkway, North Drive. Or, it may also be submitted to indy-finaid@ivytech.edu. You should make a copy of the form prior to submission.

5. If the PFAA form is turned in fewer than 3 weeks prior to the start of the semester, you will be responsible for paying toward your Ivy Tech balance (approximately a third of your Ivy Tech balance), even if you have not received the expected financial aid from IUPUI. Once the PFAA is processed and approved at IUPUI, students that have enough aid to cover their entire balance will be reimbursed from Ivy Tech for the initial payment.

6. To ensure a stress-free financial aid experience, Ivy Tech asks that all students set up a payment plan, regardless of the aid they anticipate receiving from IUPUI. You can access information about Ivy Tech’s payment plans here.

7. As a reminder, the Passport Financial Assistance Agreement does not imply that IUPUI will pay Ivy Tech directly on your behalf with a few exceptions such as the 21st Century Scholars Grant, and the Frank O’Bannon Grant (see form for details). If you receive CVO benefits, you should follow up with IUPUI’s Office for Veterans and Military Personnel for additional information about your aid.

8. Once the Passport Financial Assistance Agreement is processed, IUPUI students with remaining aid will receive a refund from IUPUI. Students should then use this refund to pay Ivy Tech directly.
Transcripts

When you have completed your course, you should request an official transcript from Ivy Tech for a fee of $5 to have the credit transferred to IUPUI. This official transcript may be requested through your Ivy Tech Campus Connect account and sent electronically to IUPUI’s Office of Undergraduate Admissions at mycredit@iupui.edu. If you have difficulty accessing your Campus Connect account, you can get to the National Student Clearinghouse (the online transcript request system) here. Select the option for “Fall 1990 or later” to be redirected to the NSC. Questions regarding the evaluation timeline of these transcripts should be directed to the IUPUI Office of Undergraduate Admissions at 317.274.4591 extension 0.

SACM Students

After you have submitted your Guest Application, you should prepare to submit 2 items to your SACM advisor:

1) A letter of admission from Ivy Tech. The aforementioned email from Ivy Tech’s Admissions Office will satisfy this requirement.

2) A letter from your IUPUI academic advisor explaining why you are taking the course at Ivy Tech instead of IUPUI.

From there, your SACM advisor will prepare a letter of financial promise to Ivy Tech. You will then need to submit this letter to Ivy Tech’s Financial Aid Office.