

Steps for Guest Student Enrollment at Ivy Tech Community College

Student Handout

Print clearly for accurate processing:

1. You will complete the top ½ of “Ivy Tech Community College Guest Student Application”. Access application at the following link:

<http://www.ivytech.edu/apply-now/GuestStudentApplication031910.pdf>.

- a. Include IUPUI ID number, social security number and email address on the guest student application.
- b. Be sure to respond to question about F-1 Visa.
- c. Include which course you are registering for at Ivy Tech on the form. This is required information for application to be processed.
- d. Sign the document.
- e. Your IUPUI Academic Advisor **will need** to complete “verification of academic standing” portion of the application. You must have a cumulative GPA of 2.0 or higher for consideration of admission as a Guest Student at Ivy Tech.

If you do not have a cumulative GPA of 2.0 or higher at IUPUI you will have to apply to Ivy Tech as a degree seeking student, possibly complete placement testing, and attend Orientation.

2. Submission of the Guest Student Application:

- a. Scan the completed document and email to Sandy Ward at sward@ivytech.edu or fax to the attention of Sandy Ward at (317) 917-5990.
- b. It will take **approximately 48-72 hours** to process the guest student application upon receipt by Sandy Ward at Ivy Tech.

3. Sandy Ward from Ivy Tech Community College will email your Ivy Tech Student ID “C” number and instructions on how to register online. (Remember to allow 48-72 hours for the application to be processed by Sandy at Ivy Tech).
4. Financial Aid Agreement – You may complete the form and have your academic advisor sign if you anticipate receiving grants and/or loans through IUPUI. After you register online for your Ivy Tech course you could submit the form to the Financial Aid Office at Ivy Tech. Ivy Tech Financial Aid Office will process the form and fax the document to IUPUI Financial Aid Office for final processing.

Link to agreement:

<http://www.iupui.edu/~finaid/forms/passport/Passport%20Form.pdf>