Policy for Ivy Tech Guest Student Applications – International Students
IUPUI/Ivy Tech Coordinated Programs (Passport)

Due to the increase in IUPUI Guest Students enrolling at Ivy Tech Community College, a policy document has been written to better address the application, financial aid, transfer of credit, as well as additional and valuable information for IUPUI students enrolling at Ivy Tech. Guest Applications must be received each term of enrollment.

Application Process

1. The Ivy Tech Guest Application is available at [http://www.ivytech.edu/apply-now/GuestStudentApplication031910.pdf](http://www.ivytech.edu/apply-now/GuestStudentApplication031910.pdf). Please note that a signature from an Advisor is necessary to ensure that the student is in good standing with their department and with the University.

2. Submit the Guest Student Application to the Passport Office, located in Hine Hall, Room 121. To send it electronically, e-mail the completed form to [Passport@IUPUI.edu](mailto:Passport@IUPUI.edu) with “Guest Student Application” in the subject line.

3. Ivy Tech Admissions will contact the student (via the email address provided on their application) and give them the appropriate instructions on how to log in to Campus Connect (Ivy Tech’s version of OneStart) to register and enroll in their course. Students can register for their class up until the date that it begins.

International Students (students on F-1/J-1 visas)

1. If the student will be registered for less than 12 credits (undergraduate) at IUPUI, s/he will need to complete a Concurrent Enrollment Verification in iStart ([https://istart.iu.edu](https://istart.iu.edu)). S/he will need to do this after registering at Ivy Tech. The student will need to attach a copy of their schedule from Ivy Tech. Students MUST complete requests prior to the end of the 25% refund period as specified on the IUPUI academic calendar.

2. The Office of International Affairs (OIA) at IUPUI will review all requests and approve or deny as appropriate. Students will also continue to receive enrollment requirement messages from OIA until they have completed their Concurrent Enrollment Verification and had it approved by OIA.

Transfer Credit

When a student has completed their course, they must request a transcript from Ivy Tech. This is available through the Registrar’s Office at Ivy Tech located on the first floor of the North Meridian Building (NMC). This can be delivered by mail or in person in a sealed envelope to the Office of Admissions at IUPUI, located in the Campus Center.

Books: Books are a requirement for all courses, just as they are at IUPUI. Students can purchase their books in the Ivy Tech Bookstore located on the first floor of the Julia M. Carson Learning Resource Center.

Parking: Parking is free for currently enrolled Ivy Tech students. After receiving a student ID number from Ivy Tech, visit the Registrar’s Office before classes to pick up a parking permit.

Student ID: Student IDs are required for Ivy Tech students. After receiving a student ID number from Ivy Tech, visit the Registrar’s Office before classes begin to pick up a student ID.

Have questions? Ivy Tech and IUPUI Passport Advisors are here to assist you! Contact [Passport@IUPUI.edu](mailto:Passport@IUPUI.edu) or call 317-278-2630