Common Visiting Student Application Guide

Steps to Admission, Course Approval & Registration

Step 1
Before applying for admission for taking courses at more than one public post-secondary institution in Saskatchewan, you must be admitted into a program at a participating institution. This will then be your **"home"** institution. If you have not yet applied for program admission, please contact your home institution.

Step 2
Use the Common Visiting Student Application & Course Approval Form to apply for admission as a visiting student at any participating institution. This will be your **"host"** institution. As a visiting student you may take any course delivered in alternate format[1] that is offered at the host institution toward your program at your home institution. There is no application fee if you use this form and there will be no transcript fee for sending your course results to your home institution upon completion of the session.

Step 3
Submit a separate Common Visiting Student Application & Course Approval Form for each institution from which you wish to take courses. You may register for multiple courses from the same institution on one form.

Step 4
Fill out all appropriate sections of the form and mail it to your home institution (see addresses below).

Step 5
Your home institution will arrange for your program advisor/head to sign the course approval section of the form and will fax the completed form to the host institution.

Step 6
Once the host institution receives the completed form, the host institution will admit you as a visiting student.

Step 7
The University of Regina will register you in the course(s) as you have indicated and as approved by your home institution. They will mail you confirmation of Visiting Student admission and confirmation of course registration. You will be responsible for any tuition and fees for the courses in which you are registered.

Saskatchewan Polytechnic requires students to register and pay for their courses by either calling our toll free number 1-866-467-4278; visiting us in person at any of our four campuses; or by visiting our web site: www.saskpolytech.ca

The University of Saskatchewan will mail you a Common Visiting Student Letter of Acceptance and instructions on how to register for your course(s) using the PAWS registration system.

Step 8
By completing and signing the Common Visiting Student Application and Course Approval Form you agree to the sharing of admission and registration information by the home and host institutions, and to the release of an official transcript from the host institution to the home institution at the end of the session.

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1. "Alternate Format" refers to courses delivered online, televised, independent/home study, off-campus face-to-face delivery and multi-mode delivery.

SASKATCHEWAN POLYTECHNIC Saskatoon Campus, Idylwyld Dr.	SASKATCHEWAN POLYTECHNIC Moose Jaw Campus	SASKATCHEWAN POLYTECHNIC Regina Campus	SASKATCHEWAN POLYTECHNIC Prince Albert Campus, Technical Building
P.O. Box 1520 Idylwyld Drive & 33rd St Saskatoon SK S7K 3R5 Toll Free 1-866-467-4278	P.O. Box 1420 Saskatchewan St & 6th Ave NW Moose Jaw SK S6H 4R4 Toll Free 1-866-467-4278	P.O. Box 556 4500 Wascana Parkway Regina SK S4P 3A3 Toll Free 1-866-467-4278	1100 - 15th St East Prince Albert SK S6V 7S4 Toll Free 1-866-467-4278

University of Regina, Office of the Registrar
3737 Wascana Parkway, Regina S4S 0A2
Fax: 306-585-5203

University of Saskatchewan, Admissions
105 Administration Place, Saskatoon S7N 5A2
Fax: 306-966-2115

Common Visiting Student Application & Course Approval Form

What is your Home Institution?

❏ University of Saskatchewan ❏ University of Regina ❏ Saskatchewan Polytechnic

Student Number (Home Institution)

Which institution are you applying to? (Host Institution)

❏ University of Saskatchewan ❏ University of Regina ❏ Saskatchewan Polytechnic

Have you attended the Host Institution before?
❏ Yes ❏ No

If yes, what was your Host Institution student number?

Are you affiliated with a Regional College? (If so, please indicate which one) _____

Do you authorize the release of your personal information to the Regional College indicated? ❏ Yes ❏ No

PERSONAL INFORMATION

❏ Mr ❏ Ms ❏ Miss ❏ Mrs ❏ Other _____

Last Name

First Name and Middle Name(s)

Preferred Name (if different from first name)

Birthdate
Day   Month   Year

First Language
❏ English ❏ French ❏ Other_____

Gender
❏ Female ❏ Male

Aboriginal Ancestry & Affiliation (optional)

❏ Status Indian ❏ Non-status Indian ❏ Metis ❏ Inuit

Band Name _____

Apt. Number, Street, Box Number

City or Town   Postal/Zip Code

Telephone — Home ( )   Telephone — Other ( )

Fax ❏ Home ❏ Work ( )   E-mail Address

Citizenship Status

❏ Canadian Citizen   ❏ Permanent Resident (Landed Immigrant)
❏ Student Visa (Student Authorization)   ❏ Other _____

Country of Birth   If you were not born in Canada, What was your Date of Entry
Day   Month   Year

Country of Citizenship

COURSE APPROVAL

I request permission to take the courses listed below, which begin during the following session and year:

❏ **Fall** (September – December)   ❏ **Winter** (January – April)   ❏ **Spring** (May – August)   **Year**

Host Institution Course Name, Number & Section Number (mode of delivery)	Home Institution equivalent	Authorization of Home Institution (signature/date) Require name, position & faculty/college
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COURSE REGISTRATION Request (Please refer to Step 7 of the CVS Application Guide for detailed instructions)

Registration Status	CRN #	Subject	Course Number	Section	Credit Hours	Days M, T, W, R, F, S	Start Time	End Time
			Total Credit Hours (Operator please Verify)					

Please note that submitting this form does not constitute/guarantee course registration.
By completing the course registration section of the form, I agree to pay tuition and fees for the courses in which I will be registered.

I certify that all questions have been answered in full and the information provided is correct and complete. I agree to abide by the host institution's rules and regulations. I understand that otherwise my admission may be revoked. I agree to the sharing of admission and registration information by the two institutions and to the release of an official transcript from the host institution to the home institution at the end of the session.

Student's Signature _____   Date: _____