INDIANA UNIVERSITY
SOUTH BEND

POST BACCALAUREATE
NON-DEGREE
APPLICATION

For Undergraduate Coursework Only

Office of Admissions
1700 Mishawaka Ave
P.O. Box 7111
South Bend, IN 46634-7111
(574) 520-4839
admissions@iusb.edu

Revised 08/03/2016
CRIMINAL AND DISCIPLINARY HISTORY REVIEW
IU South Bend is committed to maintaining a safe environment for all members of the University community. As part of this commitment, the University requires applicants who have (1) been convicted of any felony or a misdemeanor such as simple battery or other convictions of behavior that resulted in injury to a person(s) or personal property, or (2) who have a history of formal disciplinary action at any college or university attended, to disclose this information as a mandatory step in the application process. A previous conviction or previous conduct does not automatically bar admission to the University, but does require review.

SOCIAL SECURITY NUMBER
In accordance with the Privacy Act of 1974 and Indiana PL 22 of 1977, students and applicants are advised that the requested disclosure of their Social Security Number to designated offices is voluntary. The student has the right to refuse disclosure of this number or request its removal from the record without penalty. A special ten digit student identification number will then be assigned for use throughout the duration of the student’s involvement with the University. The Social Security Number, or student identification number, will be used to identify the student’s records, such as permanent transcripts, registration, grade reports, transcript requests, certification requests, certification of school attendance, and for reporting student status. The student’s Social Security Number is not disclosed to individuals or agencies outside Indiana University, except in accordance with the Indiana University policy on release of student information.

ACCESS TO PROGRAMS POLICY
The policy of Indiana University regarding admission and access to programs prohibits discrimination on the basis of race, sex, religion, color, national origin, physical or mental handicap, age or status as a Vietnam-era veteran in any of its educational programs, admissions, or employment policies. The applicant is not required to answer the question about ethnic origin; refusal to answer this question will not affect admission. Any information given by the applicant to this question will be kept confidential.

APPLICATION FEE
A non-refundable fee of $35.00 is required of all applicants to Indiana University South Bend. Please attach a check or money order (made payable to Indiana University South Bend) when you return this application. You may also pay in person at the Admissions Office, located in Room 166X of the Administration Building.

TRANSCRIPTS
Indiana University records all non-degree course work for which you have registered at any Indiana University campus. However, the University does not record credit transferred from other institutions as part of a non-degree program. You may request an Indiana University transcript through the Office of the Registrar.

FINANCIAL AID
Generally speaking, non-degree students do not qualify for financial aid. Certain exceptions exist for students who are taking specific required prerequisites for admission to graduate programs. For additional information contact the Office of Financial Aid & Scholarships at (574) 520-4357.

SAFETY AND SECURITY ON CAMPUS
At Indiana University South Bend the safety and well-being of all members of our campus community is a primary concern. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University publishes an annual security report that includes information about its services, crime prevention strategies, crime reporting policy, procedures & responses, access to campus facilities, enforcement & arrest authority of campus police officers, and campus crime statistics for the most recent three year period. The report also contains information on the University’s policy on alcohol and other drugs, and on other security related University policies. The information and service report is available on the web at http://www.iusb.edu/~sbsafety/clery.shtml.

A hard copy of the report is available by writing to Indiana University South Bend, Safety & Security Department, 1700 Mishawaka Avenue, South Bend, IN 46634-7111. The printed report may also be obtained by calling the Safety and Security Department, or by stopping by the office.

STUDENT RIGHT TO KNOW ACT
Information concerning the completion of graduation rates of first-time, full-time students who were admitted to Indiana University South Bend in the Fall of 1986 and subsequent years may be obtained from the Office of the Registrar or http://www.indiana.edu/~urr.
**Personal Information**

Social Security Number or Assignee: Student Number (see page 2)

Legal First Name  Middle Name  Last Name

If any requested school records are under a different name, please indicate here.

Date of Birth (Month/Day/Year)  Age  Gender (M/F)

Current Address

City  State  Zip

County

Home Phone  Work Phone

Email Address

Are you Hispanic or Latino?  Yes  No

How would you best describe yourself? (Please circle one)

- American Indian or Alaskan
- Asian
- Native Hawaiian or Pacific Islander
- Black or African American
- Other: Non-US citizen

What is your citizenship status? (Please circle one)

- US Citizen
- Immigrant, Permanent Resident: Please attach copy of green card
- Other: Non-US citizen

If you are not a US citizen, what is your country of citizenship?

What type of U.S. visa do you have?

**Academic Information**

Starting Semester:  (circle one)  Fall (Aug)  Summer I (May)  Spring (Jan)

Year:  Summer II (July)

**High School**

Name of High School

City  State  Zip

Graduation Date (Month/Year)  (office use only)

Did you receive a GED? Yes/No  State  Date (Month/Day/Year)

**Colleges/Universities Attended**

List all Colleges and Universities ever attended. Begin with most current school attended, including IU campuses. Please use an additional piece of paper if necessary.

Name of College/University

City, State

Dates Attended  Degrees Earned  (office use only)

Name of College/University

City, State

Dates Attended  Degrees Earned  (office use only)

Name of College/University

City, State

Dates Attended  Degrees Earned  (office use only)

**Residency Information** (Must be fully completed)

What is your state of legal residence?

Please indicate how long you have lived in Indiana:

- □ Birth to present  □ From  /  to  /  MM  YYYY  MM  YYYY

**DO NOT WRITE IN THIS SPACE; FOR OFFICE USE ONLY**

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Signature of Counselor:  Date:
BACKGROUND DISCLOSURE

We are committed to maintaining a safe learning environment. As part of that commitment, Indiana University requires applicants to disclose if they a) have been subject to formal disciplinary action (including for example, but not limited to, suspension or expulsion) for academic or non-academic reasons at any high school, post-secondary institution, college or university; b) have been charged with or convicted of a crime (or a foreign legal equivalent) that has not been expunged by a court; and/or c) have engaged in behavior that caused injury to person(s) or personal property (including for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention.

A previous disciplinary action, charge, conviction, or conduct of the sort identified here does not automatically disqualify applicants from admission to IU, but they do require review by the campus admissions committee.

PLEASE NOTE: By submitting your application to Indiana University, you acknowledge and agree that you have a continuing obligation to inform the University of any formal disciplinary action for academic or non-academic reasons at any educational institution; any legal charges and/or convictions (or foreign legal equivalents) that have not been expunged by a court; and/or any behavior that causes injury to person(s) or property which results in some form of discipline or intervention that occurs from now until your enrollment at IU. You must provide updated information to the campus admissions committee prior to class registration or class attendance, whichever is applicable. At that time, the campus admissions committee will review the information provided and may consider whether to delay or rescind your admission to IU.

1. Have you been subject to formal disciplinary action (including, but not limited to, suspension or expulsion) for academic or non-academic reasons at any high school, post-secondary institution, college or university? □ No □ Yes

2. Have you ever been charged or convicted of a crime (or a foreign legal equivalent) that has been expunged by a court? □ No □ Yes

3. Do you currently have any pending criminal charges (or a foreign legal equivalent) against you? □ No □ Yes

4. Have you engaged in any behavior that caused injury to any person(s) or property (including, for example, but not limited to, vandalism or behavior that led to a restraining order against you) which resulted in some form of discipline or intervention? □ No □ Yes

If you answered "Yes" to any of the questions above, please provide an explanation here and attach any relevant documentation. Please provide a complete explanation (in English) of the disciplinary action, charges, conviction, or other behavior that caused injury to person(s) or property which resulted in some form of discipline or intervention; the dates and court disposition (court ruling or result), the location (city, state, and country), the impact the incident(s) had on you, and a statement granting your permission to officials at all institutions and agencies to release information needed by IU to substantiate statements made in your application or letter. Please note the campus admissions committee may request additional information from you and that additional time may be required to review the information you provide. If you have questions about your application, you may contact the admissions office on the campus to which you are applying.

I have provided a complete explanation describing my criminal or disciplinary history as described in this application and the instructions outlined in the "Criminal Activity Disclosure" section of this application. The explanation contains a statement granting my permission to officials at all institutions and agencies to release information needed by IU to substantiate statements I have made in my application and my explanation.

Criminal/Disciplinary Affirmation: I affirm that I have read and understood the statements above. □ No □ Yes

I certify that I am the applicant and that all statements on this application are correct and complete, including a list of all schools attended. I understand that a) withholding pertinent information requested on this application; b) giving false or incomplete information; and/or c) failing to disclose disciplinary action or criminal activity, as outlined in the "Criminal Activity Disclosure" section of this application, constitutes grounds for immediate withdrawal of my application from further consideration and cancellation of my admission and/or registration. I understand that providing false information could also impact the classification of tuition residency status for fee-paying purposes and scholarship eligibility.

General Affirmation: With my signature, I affirm that I have read and understood the statement above.

Signature __________________________ Date ____________

By sending a check for payment, you are authorizing IU South Bend to use the information from your check to make a one-time electronic debit from your account at the financial institution indicated on your check. This electronic debit will be for the amount of the check and will post to your bank account within one day of receipt by us. The cancelled check will not be returned with your checking account statement. If we cannot post the transaction electronically, you authorize us to present an image copy for your check payment. You agree that, if a third party submits a check on your behalf, this individual is your agent and has been provided these disclosures. Please contact (574) 520-4839 to learn about other payment options if you prefer not to have your check used in this way.