

**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

School of Business Visiting Student Course Verification Form

Visiting students are permitted to enroll in business courses only upon verification that they have completed the appropriate prerequisites and have verification from their home institution that these courses will transfer back to be counted toward the degree at the home institution. Students should complete the top section and their home institution should complete the bottom portion and return the form to the Service Center at SIUE. Registration – Add Drop Form for the courses must also be completed and submitted to the Service Center in order to be officially registered for the course(s).

Student Section

Student Name: _____ SIUE Student ID Number: _____

Student email: _____ Student Phone: _____

Business Course(s) requested for ____ Fall ____ Spring ____ Summer Year: _____

Department Abbreviation	Course Number	Section Number	Credit Hours		List SIUE Prerequisites Required (See course description in SIUE catalog)

Student Signature: _____

Home Institution Section

The above student has requested permission to take the above School of Business courses as a visiting student at Southern Illinois University Edwardsville. The following verifications below are required in order for the student to register for business courses:

Name of Home Institution: _____

Please verify the following for information:

Yes	No	<u>Enrollment Stipulations (business courses only)</u>
		Student is pursuing a degree at the above named institution.
		Student is in good standing and eligible to return for study at the home institution.
		Student is approved to transfer _____ hours from SIUE.
		Student is approved to take courses listed above.
		I have verified that this student has met the pre-requisite requirements as listed in the SIUE on-line catalog for each business course listed above.

Signature (Dean, Program Director or Academic Advisor) _____

Date _____

To register, remit this completed form and the Registration Add-Drop Form found at
www.siu.edu/registrar to: Service Center, SIUE Box 1080, Edwardsville, IL 62026-1080
or fax it to: 618-650-2081 or e-mail: servicecenter@siue.edu