SPECIAL PERMISSION - VISITING STUDENT STATUS
Portland State University, School of Business Undergraduate Programs Office
P.O. Box 751, Portland, OR 97207-0751, Phone: (503) 725-3712

Special Permission – Visiting Student Status is for students who are formally admitted to a business program at another university or who are admitted to a graduate program (including at PSU) who need to take business courses at PSU and transfer the credits to meet their program requirements.

Students not formally admitted to PSU or who have never taken a class at PSU must submit a Non-Degree Entry Form to the Registrar’s Office [(503) 725-3311] in Neuberger Hall before submitting this form. If you do not pursue Non-Degree student status, it will delay the processing of this form.

IMPORTANT:
♦ Students with Non-Degree student status are limited to 8 credit hours in the Fall, Winter, and Spring quarters. Summer quarter has a 21 undergraduate credit hour and a 16 graduate credit hour maximum.
♦ Special Permission does not guarantee a space in the class. Registration is on a space available basis.
♦ PSU faculty reserve the right to determine if students are qualified to take courses listed below. If unqualified, the student may be dropped from the course.

Student Name: ___________________________ PSU Student ID # (required): ___________________________

HOME Institution Student ID #: ___________________________

Student Address: ___________________________
street ___________________________
city ___________________________
state ___________________________
zip ___________________________

Student Phone Number: ___________________________

Student Email: ___________________________

PSU Course(s) being requested: ___________________________

Home Institution equivalent course(s):

<table>
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<tr>
<th>Subject</th>
<th>Course No.</th>
<th>Credits</th>
<th>Quarter</th>
<th>Year</th>
<th>Subject</th>
<th>Course No.</th>
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<tbody>
<tr>
<td>Ex.</td>
<td>BA</td>
<td>211</td>
<td>4</td>
<td>Fall</td>
<td>20XX</td>
<td>ACTG</td>
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</tbody>
</table>

University currently admitted to: ___________________________

Class Standing:      ☐ Sophomore (≥45cr) ☐ Junior (≥90cr) ☐ Senior (≥135cr) ☐ Graduate
(Must meet this level before the quarter that requested course is offered. These are quarter credits. If you attend a semester school, multiply the number of credits you have earned by 1.5)

Have you met the standing level and prerequisites for these courses? ☐ Yes ☐ No

Signatures are required to verify that requirements are understood and met. All sections of this form must be complete to be considered.

Home Institution to Complete Information Below:

Student Signature: ___________________________
Advisor Signature: ___________________________

Print Name: ___________________________
Print Name: ___________________________

Date: ___________________________
Title: ___________________________

Date: ___________________________
Contact Phone: ___________________________

Contact Email: ___________________________

Please use another form if more space is needed for list of courses to be taken.