

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, follow the links on the Saskatchewan Post-secondary Distance Education Directory website at www.SPDED.ca for the institutions application form.
- 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 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 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 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** and **SIAST** 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.
- The University of Saskatchewan** will mail you a Visiting Student Letter of Acceptance and instructions about how to register for your course(s) using the U-STAR registration system.
- Step 8** By completing and signing the 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.

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



SIAST, Office of the Registrar
PO Box 1520, Saskatoon SK S7K 3R5
Fax: 306-933-7226



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: 306-966-6730

Visiting Student Application & Course Approval Form

What is your Home Institution?

- The University of Saskatchewan
 University of Regina
 SIAST

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Student Number (Home Institution)

Which institution are you applying to? (Host Institution)

- The University of Saskatchewan
 University of Regina
 SIAST

Have you attended the Host Institution before?

- Yes No

If yes, what was your Host Institution student number?

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PERSONAL INFORMATION

<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other _____	
Last Name	
First Name and Middle Name(s)	
Preferred Name (if different from first name)	
Birthdate <small>Day Month Year</small>	First Language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____
Social Insurance Number (S.I.N.) _____	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male

Apt. Number, Street, Box Number	
City or Town	Postal/Zip Code
Telephone – Home ()	Telephone – Business ()
Fax <input type="checkbox"/> Home <input type="checkbox"/> Work ()	E-mail Address

Aboriginal Ancestry & Affiliation (optional)	
<input type="checkbox"/> Status Indian <input type="checkbox"/> Non-status Indian <input type="checkbox"/> Metis <input type="checkbox"/> Inuit	
Band Name _____	

Citizenship Status	
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (Landed Immigrant)	
<input type="checkbox"/> Student Visa (Student Authorization) <input type="checkbox"/> Other _____	
Country of Birth	If you were not born in Canada, What was your Date of Entry <small>Day Month Year</small>
Country of Citizenship	

Emergency Contact Information

Last Name, First Name	Relationship	Telephone number ()
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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

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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 FOR SIAST & UNIVERSITY OF REGINA (Registration instructions will be mailed to University of Saskatchewan students)

Reg.'n Status	CRN # (U of R & SIAST) or Call # (U of S)	Subject	Course Number	Section	Credit Hours	Days M, T, W, R, F, S	Start Time	End Time
Total Credit Hours (Operator please Verify)								

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: _____

Note: this information is collected and will be used in accordance with the provisions of the Province of Saskatchewan local authority Freedom of Information & Protection of Privacy Act.