SPECIAL PERMISSION - VISITING STUDENT STATUS
Portland State University, School of Business Administration (SBA), Undergraduate Programs Office
P.O. Box 751, Portland, OR  97207-0751, Phone: (503) 725-3712, Fax: (503) 725-5740

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):_________________________

Student Address:

street                  city                    state    zip

Student Phone Number:_________________________  Student Email:_________________________

PSU Course(s) being requested:  Home Institution equivalent course(s):

<table>
<thead>
<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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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.