



Center for International Education  
International Student & Scholar Services  
3800 Victory Parkway  
Cincinnati, OH 45207 U.S.A  
Phone: +1 (513) 745-2864  
Fax: +1 (513) 745-2876  
[www.xavier.edu/international](http://www.xavier.edu/international)

## NON-DEGREE INTERNATIONAL STUDENT REGISTRATION FORM

Please use this form to select classes for non-degree international students (ex: BSMP or Exchange international students).

**BSMP (Brazilian Scientific Mobility Program) students:** *These students are sponsored through IIE BSMP and they must have 75% credits in their majors and 25% in other areas. Most of these students are upper level students from their home institutions and are not first year students. **BSMP students DOES NOT require home institution approval on this form.***

**Exchange students:** *Exchange students come from our partner institutions abroad that have an official agreement with Xavier University. They may choose upper level major courses along with other elective courses approved by their exchange coordinator from their home institution. Most of these students are upper level students from their home institutions and are not first year students. **Exchange international students MUST obtain home institution approval on this form.***

In order to maintain legal status in the United States, international students must enroll for a minimum of:

- Undergraduate level: 12 credit hours
- Graduate level: 9 credit hours

Please be aware that major courses in Nursing, Occupational Therapy, and Radiology will not be open to non-degree students. Courses in those majors are reserved solely for Xavier degree students. Finally, please keep in mind that some higher level courses may require pre-requisites and may not be available unless pre-requisites are met or Xavier deans/department chairs have given their approval.

On the following page, please list the courses for registration **in order of preference**. Please list a **minimum of 5 general courses** and **5 major area courses** to enroll in. If none of the preferred courses are available, other courses will be suggested for you. A list of available courses can be found on the [Office of the Registrar's website](http://www.xavier.edu/registrar), [www.xavier.edu/registrar](http://www.xavier.edu/registrar). Click on "Search Classes" on the top right of the website, than indicate the semester term for which you want to search for classes. Future semester courses may not be available to view yet. Please submit a copy of the student's transcript along with this form.

### STUDENT INFORMATION

Last/Family Name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

Major(s): \_\_\_\_\_ Home University: \_\_\_\_\_

Xavier Student ID (if known): \_\_\_\_\_ Semester term: \_\_\_\_\_

Email: \_\_\_\_\_

By signing below, you understand that it is your responsibility to check with your home exchange coordinator/academic advisor to make sure that the courses taken at Xavier University will transfer to your home university.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SEND COMPLETED FORM TO: E-mail: [international@xavier.edu](mailto:international@xavier.edu) Fax: +1 (513) 745-2876

**KEEP A COPY FOR YOUR RECORDS**

By signing off on this form, you are verifying that the student has the pre-requisites, English level, and basic foundation to enroll for the Xavier courses below. It is optional for BSMP students to obtain Home Campus approval for the courses below. \* **Exchange international students MUST obtain Home Campus approval and any necessary Xavier campus dean/chair's approval prior to registration.** Thank you for your assistance.

GENERAL COURSES				
ORDER OF PREFERENCE	XAVIER COURSE CODE	XAVIER COURSE TITLE	HOME CAMPUS EQUIVALENT	* HOME CAMPUS SIGNATURE OF APPROVAL PRINT NAME & TITLE OF HOME CAMPUS AUTHORITY
1				
2				
3				
4				
5				

MAJOR AREA COURSES				
ORDER OF PREFERENCE	XAVIER COURSE CODE	XAVIER COURSE TITLE	HOME CAMPUS EQUIVALENT	* HOME CAMPUS SIGNATURE OF APPROVAL PRINT NAME & TITLE OF HOME CAMPUS AUTHORITY
1				
2				
3				
4				
5				

**For Xavier University Dean/Department Chair Approval:**

The student has my approval to enroll for the courses above. Please attach any notes if needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Dean/Dept. Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Dean/Dept. Chair: \_\_\_\_\_