

# RADFORD UNIVERSITY OFFICE OF ADMISSIONS

## PERMISSION TO REGISTER FOR UNDERGRADUATE COURSEWORK

*This form is designed for students who want to enroll in an undergraduate course without being admitted as a degree candidate.*

*(Students may register for a maximum of 24 semester hours as a non-degree seeking student)*

Complete this form and return it with a **\$50** application fee to:

Radford University, Office of Admissions  
P.O. Box 6903, Radford, VA 24142

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City State Zip Code  
Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ RU Employee:  Yes  No

### Semester you plan to attend:

Year \_\_\_\_\_

- Fall  Summer I  
 Spring  Summer II  
 Maymester  Summer III

### Classification:

- College student taking classes while enrolled at another institution (letter of good standing or transcript from current institution required)  
 Special non-degree (letter of good standing or transcript - including last course work attempted)  
 High school student (must submit a letter of permission from high school)

### Enrollment Information:

Have you ever applied to RU?

- No  
 Yes If yes, when? \_\_\_\_\_

High School you attend(ed) \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Have you attempted any college coursework?

- No  
 Yes If yes, list school(s), attendance dates and any degrees earned \_\_\_\_\_

*\* To meet requirements of federal regulations, this information is requested for record keeping purposes only. This information will in no way affect decisions.*

### Race/Ethnic Background: \*

- White, Non-Hispanic  
 Black, Non-Hispanic  
 Hispanic  
 Asian Pacific Islander  
 American Indian or Alaskan Native

### Sex: \*

- Male  
 Female

### Citizenship: \*

- U.S. Citizenship  
 Permanent Resident Alien  
Alien Registration # \_\_\_\_\_

- (please send a copy of green card)  
 Non-Resident Alien  
Immigration Type \_\_\_\_\_

### Honor Code:

- ♦ Have you ever been convicted of, or are you currently being charged with, a criminal offense other than minor traffic violations?  No  Yes **If yes, please explain on an attached sheet.**
- ♦ Have you ever been placed on disciplinary probation, declared ineligible to register for any period of time, suspended or dismissed from any high school, college, or university?  No  Yes **If yes, please give name of institution, date of action, and fully explain on a separate sheet.**

*By my signature, I certify all information supplied on this form is correct and I understand that falsification of information may result in termination of my course registration.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Important: To be considered for in-state tuition, you must submit the Application for Virginia In-State Tuition Rates.**

## APPLICATION FOR VIRGINIA IN-STATE TUITION RATES

Eligibility for in-state tuition is pursuant to Section 23-7.4, Code of Virginia. Failure to complete and return this form to the university will result in an out-of-state classification for tuition purposes. Please contact the admissions office if you have any questions.

### SECTION A - TO BE COMPLETED BY STUDENT

1. \_\_\_\_\_  

**Print full name**
**SSN**
  
2. How long have you lived in Virginia? \_\_\_\_\_
  
3. Citizenship:  U.S.    Non-U.S.    Permanent Resident (**Please attach a copy of your green card**)  
Date of VISA issue: \_\_\_/\_\_\_/\_\_\_   Date of VISA expiration: \_\_\_/\_\_\_/\_\_\_   VISA type \_\_\_\_\_
  
4. Where have you lived for the past two years? (List current address first)  

From (mo/yr)	To (mo/Yr)	Street Address	City	State
____/____	____/____	_____	_____	_____
____/____	____/____	_____	_____	_____
____/____	____/____	_____	_____	_____
  
5. a. Do your parents or legal guardian provide over half your financial support or claim you as a tax dependent?  YES    NO   **If yes, Section B must be completed by your parent or legal guardian.**  
b. If you are married, do you want to claim eligibility for in-state tuition on your spouse's domicile?  YES    NO.   **If yes, Section B must be completed by your spouse.**
  
6. **If you are under the age of 24, Section B must be completed** by your parent or legal guardian (court appointed). Place a check mark beside any that apply to you.
  - Veteran of active duty member of the US Armed Forces
  - Graduate/first professional student
  - Married
  - Have legal dependents other than spouse
  - Both parents deceased, no adoptive or legal guardian
  - Ward of the court until age 18 (**Court documentation required**)
  
7. Will you have filed a tax return or paid income taxes to any state other than Virginia ?  YES    NO
  
8. For the entire twelve months prior to the term in which you enroll, will you have:
  - a. filed a tax return or paid income taxes to Virginia on all earned income?  YES    NO
  - b. been a registered voter in Virginia?  YES    NO
  - c. held a valid Virginia driver's license?  YES    NO   If yes, date issued: \_\_\_/\_\_\_/\_\_\_
  - d. owned or operated a motor vehicle registered in Virginia?  YES    NO
  
9. Are you or any member of your family presently on active duty? **If no, go to Question 10.**  YES    NO
  - a. Will Virginia income taxes have been paid on all military income for the twelve months prior to the term you will enroll?  YES    NO
  - b. Is Virginia listed on your leave and earnings statement (LES)?  YES    NO.   **Please attach a copy of your current LES.**
  
- 10 Will you have lived outside Virginia, worked in Virginia, earned at least the equivalent of a full time wage salary, and paid Virginia income taxes on all taxable income earned in this Commonwealth for at least twelve months prior to the term in which you will enroll?  YES    NO  
**If yes, please attach a copy of your current Virginia income tax forms.**

**SECTION B – PARENT, LEGAL GUARDIAN, OR SPOUSE**

1. Name of parent, legal guardian, or spouse \_\_\_\_\_

2. Relationship to applicant  Parent  Court appointed legal guardian  Spouse  
(Court documents required)

3. Where have you lived for the past two years? (list current address first)  
From (mo/yr) To (mo/yr) Street Address City State  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

4. For the entire twelve months prior to the term in which the student will enroll, will you have:  
a. been employed in Virginia  YES  NO  
b. filed a tax return or paid income taxes to Virginia on all earned income?  YES  NO  
c. been a registered voter in Virginia?  YES  NO  
d. held a valid Virginia driver's license?  YES  NO. If yes, date issued: \_\_\_/\_\_\_/\_\_\_  
e. owned or operated a motor vehicle registered in Virginia?  YES  NO

5. Are you presently in the military ?  YES  NO  
a. Have income taxes been paid to Virginia on all military income for the past twelve months prior to the term in which the student will enroll?  YES  NO  
b. Is Virginia listed on your leave and earnings statement (LES)?  YES  NO **Please attach a copy of your current LES.**  
c. Are you assigned to a permanent duty station within Virginia, the District of Columbia or a state contiguous to Virginia, AND reside in Virginia?  
 YES  NO **Please attach a copy of your military orders.**

6. Answer this question **only** if you live outside Virginia but work in Virginia.  
Will you have lived outside Virginia, worked in Virginia, earned at least the equivalent of a full-time wage salary, and paid Virginia income taxes on all taxable income in this Commonwealth for at least twelve months prior to the term in which the student will enroll?  YES  NO **If yes, please attach a copy of your current Virginia income tax forms.**

I certify that all of the information I provided in this application is true and accurate. I understand that this application is a legally-binding document and that if I provide fraudulent information, I may be subject to repayment of tuition or dismissal. I agree to furnish the university with supporting documentation related to my application, if I am requested to do so.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian or Spouse  
(if required to furnish parental or spouse information)

\_\_\_\_\_  
Date