



International Non-Degree Special Student (NDSS) Application

NORTHWESTERN UNIVERSITY SCHOOL OF CONTINUING STUDIES • THE OFFICE OF SPECIAL STUDENTS • 405 CHURCH STREET • EVANSTON, IL 60208-2650 • PHONE 847-491-3443 • FAX 847-491-3660 • WWW.SCS.NORTHWESTERN.EDU/UGRAD/NONDEGREE/

PLEASE NOTE: This application is not to be used by persons seeking admission to a formal Northwestern University International Exchange Program. These students should apply through the Office of International Program Development.

PLEASE PRINT CLEARLY IN BLACK INK OR TYPE

PERSONAL INFORMATION

Form with fields for Last name, First name, Middle name, Date of birth, Gender, Marital status, City and country of birth, Position in home country, Country of citizenship, Country of residence, Email address, Phone.

MAILING ADDRESS FOR OFFICIAL ADMISSION MATERIALS AND VISA DOCUMENTS

Form with fields for Street address, City/region, Province/state & postal code, Country, Phone, Fax.

PERMANENT RESIDENTIAL ADDRESS

Form with fields for Street address, City/region, Province/state & postal code, Country.

STATISTICAL INFORMATION\*

\* No information you provide in this section will be used in a discriminatory manner. This information is for statistical purposes only.

Are you Hispanic/Latino? (optional) Yes No

How would you describe yourself? (optional; please select one or more)

- (1) American Indian or Alaskan Native, (2) Asian, (3) Black or African American, (4) Native Hawaiian or other Pacific Islander, (5) White

VISA REQUEST INFORMATION

As an international student, you must obtain a visa to study legally in the United States. All applicants, including those already in the United States, must complete an International Student Visa Document Request (ISDVR) form.

Are you currently in the United States? Yes No

Are you transferring from another US institution? Yes No

If yes, what is your visa status?

If yes, what institution?

When does your status expire?

OFFICE USE ONLY

APPROVED BY

SCHOOL

DATE

**EDUCATION**

Academic level at the completion of your most recent term at current institution  
 Freshman    Sophomore    Junior    Senior    Other (specify) \_\_\_\_\_

Please list the institutions of higher education you have attended. Attach a separate sheet if necessary.

Institution/University	Location	Major/Field of Study	Dates of study	Date of graduation

**COURSE INFORMATION**

Have you ever applied to any programs at Northwestern?    Yes    No   If yes, which program and when? \_\_\_\_\_

Academic quarter(s) in which you intend to register for courses:    Fall    Winter    Spring   Length of period of study at Northwestern \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
mm/yyyy   mm/yyyy

Number of courses for which you plan to register that quarter: \_\_\_\_\_ Year in which you plan to enroll: \_\_\_\_\_

List all courses in which you plan to enroll. Include department, course number and title exactly as they appear in the quarterly class schedule (available at [www.registrar.northwestern.edu](http://www.registrar.northwestern.edu)). Indicate **alt** if alternative to first choice. If you are admitted as a Non-Degree Special Student, you will need permission from the academic department offering each course for which you intend to register. You are not permitted to enroll in School of Continuing Studies Courses, which are indicated by a -CN after the course number. For example: Account 204-CN is a School of Continuing Studies course. International students who enter the country on an F-1 visa must register as full-time students (3 or more courses per quarter).

Department	Course number	Title

**APPLICATION CHECKLIST**

Your application will not be reviewed until all application materials have been received

- Signed application form
- Official university transcripts in the language in which they were issued. Each transcript must bear the stamp or seal of the issuing department or faculty.
- Certified English translations of transcripts. Each English language transcript must bear the stamp of the issuing department or faculty. You may not certify your own translation.
- A TOEFL score report showing a score of 600 (paper version), 250 (computer version), or 100 (Internet version) or higher. Scores are valid for two years.
- Statement of purpose (one page, double spaced) stating clearly why you wish to attend Northwestern as a Non-Degree Special Student
- \$70 non-refundable application fee (check or money order only. Checks must be drawn on a US bank in US funds. DO NOT SEND CASH.)
- International Student Visa Document Request (ISVDR) and all supporting documents

**STATEMENT OF ACADEMIC INTEGRITY AND FINANCIAL OBLIGATIONS**

Northwestern University students and faculty are committed to scholarly principles that respect and acknowledge individual achievement. Because of this, certain behaviors are viewed as unacceptable, including cheating, plagiarism, falsifying or fabricating information, or aiding or abetting academic dishonesty.

Students who register for a course are considered enrolled for the duration, and are expected to attend all sessions of the courses for which they are registered. Excessive absences do not signal a student's intent to drop or withdraw, and may be cause for failure in the course. If a student does formally drop or withdraw, the student is responsible to pay any tuition balance remaining on the account, according to the refund schedule determined by Northwestern University Student Financial Services. Students wishing to change their registration in any way—by adding or dropping a course—must do so through the Office of the Registrar.

Additionally, students are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee of \$100. Students are liable for any costs associated with the collection of the past due account, including but not limited to, collection agency costs, court costs, and legal fees.

I agree to abide by the standards of academic integrity and the financial obligations expected of Northwestern University students. I also certify that the information given in this application is complete and accurate to the best of my knowledge.

**You must sign this statement. The Office of Special Students will not accept any unsigned application forms.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE