Policies

1. CAPS students may take courses in the College of Arts & Sciences and in the Sawyer Business School if they have completed all necessary prerequisites.

2. Attach an official copy of your high school or college transcript to this form.

3. International visiting students who are currently enrolled at another US university are limited to one course per term and must submit a copy of the I-20 issued from their current institution.

Instructions

1. Only new CAPS students should use this registration form. Returning CAPS students should register online.

2. Upon completing this form, return it to the Office of Undergraduate Admission by:
   - Mail: 8 Ashburton Place, Boston, MA 02108
   - Fax: 617.557.1574
   - Walk-In: 73 Tremont Street, 6th Floor, Boston, MA 02108
     Monday–Friday, 8:45am–4:45pm

3. Upon receipt of this form and official transcript(s), the Office of Undergraduate Admission will issue a student identification number. Once an identification number has been issued and payment has been made, students may then proceed to the Office of the Registrar to register by:
   - Walk-In: 41 Temple Street, 3rd Floor, Boston, MA 02114
     Monday–Thursday, 8:45am–5:30pm, Friday, 8:45am–3:00pm

4. Call the Office of Undergraduate Admission at 617.573.8460 with questions about admission policies. Call the Office of the Registrar at 617.573.8430 with questions on registration procedures or course availability. Call the Office of the Bursar at 617.573.8407 with questions about tuition fees and payment policies.

5. New CAPS students must submit at least 50 percent of their tuition payment with this registration form. Please see next page for more information.

Registration Form

Continuing and Professional Studies (CAPS) Program for Undergraduate Students

New Applicant Information

Name:
Address:
City: State: Zip:
Phone: Home Cell
Email:
Date of Birth:
Social Security Number:
Citizenship: □ US Citizen □ US Permanent Resident □ International Student
Status: □ New □ Visiting Term: □ Fall □ Spring □ Summer I □ Summer II
Program: □ College of Arts & Sciences □ Sawyer Business School
Location: □ Boston Campus □ Suffolk/Cape Cod □ Madrid □ Online
Ethnic Background: (this question is optional and used for reporting purposes only)
1. Are you Hispanic/Latino? □ Yes, Hispanic or Latino (including Spain) □ No
2. Regardless of your answer to the prior question, please indicate how you identify yourself. (check all that apply)
   □ American Indian or Alaska Native (including all Original Peoples of the Americas)
   □ Are you enrolled? □ Yes □ No If yes, please enter Tribal Enrollment Number
   □ Asian (including Indian subcontinent and Philippines)
   □ Black or African American (including Africa and the Caribbean)
   □ Native Hawaiian or Other Pacific Islander (Original Peoples)
   □ White (including Middle Eastern)

Registration Information

(Please print clearly and be sure to include all required information)

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course #</th>
<th>Section</th>
<th>Title</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>110</td>
<td>A</td>
<td>Boston’s Literary Scenes</td>
<td>M–F</td>
<td>9:00am–12:00pm</td>
<td>Richmond</td>
</tr>
<tr>
<td>MGT</td>
<td>101</td>
<td>BE</td>
<td>Business Foundations</td>
<td>T</td>
<td>4:30–7:30pm</td>
<td>TBA</td>
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Date: Student’s Signature:

Student ID:
**ACADEMIC INFORMATION**

CURRENT OR MOST RECENT SECONDARY SCHOOL ATTENDED:

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<th>ENTRY DATE</th>
<th>GRADUATION DATE</th>
<th>SCHOOL TYPE:</th>
<th>☐ Public</th>
<th>☐ Charter</th>
<th>☐ Independent</th>
<th>☐ Religious</th>
<th>☐ Home School</th>
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ADDRESS:

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<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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CURRENT OR MOST RECENT COLLEGE/UNIVERSITY ATTENDED:

<table>
<thead>
<tr>
<th>DEGREE CANDIDATE:</th>
<th>☐ Yes</th>
<th>☐ No</th>
<th>DATES ATTENDED:</th>
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</thead>
</table>

ADDRESS:

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**PAYMENT INFORMATION**

Total Tuition Charges: $________________________

For information on tuition fees, tuition due dates and payment information, please visit www.suffolk.edu/bursar, or contact the Office of the Bursar at:

Office of the Bursar
Suffolk University
41 Temple Street
Donahue Building, Room 325
Boston, MA 02114

Monday–Thursday, 8:45am–5:30pm; Friday, 8:45am–3:00pm

617.573.8407
bursar@suffolk.edu

For information on tuition liability due to withdrawal or leave of absence from the University, please visit www.suffolk.edu/offices/5203.html.

**CONVICTION DISCLOSURE**

Have you ever been convicted of a felony?  ☐ Yes  ☐ No

Have you ever been convicted of 1) a misdemeanor for which the sentence was imprisonment; or 2) any other misdemeanor within the last five years, excluding a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace?  ☐ Yes  ☐ No

You do not need to include any convictions where the conviction has been vacated.