

Common Visiting Student Application Guide

Steps to Admission, Course Approval & Registration

- Step 1** Before applying for admission for taking courses at more than one public post-secondary institution in Saskatchewan, you must be admitted into a program at a participating institution. This will then be your “**home**” institution. If you have not yet applied for program admission, please contact your home institution.
- Step 2** Use the Common Visiting Student Application & Course Approval Form to apply for admission as a visiting student at any participating institution. This will be your “**host**” institution. As a visiting student you may take any course delivered in alternate format¹ that is offered at the host institution toward your program at your home institution. There is no application fee if you use this form and there will be no transcript fee for sending your course results to your home institution upon completion of the session.
- Step 3** Submit a separate Common Visiting Student Application & Course Approval Form for each institution from which you wish to take courses. You may register for multiple courses from the same institution on one form.
- Step 4** Fill out all appropriate sections of the form and mail it to your home institution (see addresses below).
- Step 5** Your home institution will arrange for your program advisor/head to sign the course approval section of the form and will fax the completed form to the host institution.
- Step 6** Once the host institution receives the completed form, the host institution will admit you as a visiting student.
- Step 7** **The University of Regina** will register you in the course(s) as you have indicated and as approved by your home institution. They will mail you confirmation of Visiting Student admission and confirmation of course registration. You will be responsible for any tuition and fees for the courses in which you are registered. You will be responsible to request your [transcripts](#) via [UR Self-Service](#).

Saskatchewan Polytechnic requires students to register and pay for their courses by either calling our toll free number 1-866-467-4278; visiting us in person at any of our four campuses; or by visiting our web site: www.saskpolytech.ca.

The University of Saskatchewan will mail you a Common Visiting Student Letter of Acceptance and instructions on how to register for your course(s) using the PAWS registration system. The University of Saskatchewan letter of admission will be available in your admission account (apply.usask.ca). You will be responsible to request your transcripts via the **My Records channel in PAWS** (issued through **MyCredits**).

- Step 8** By completing and signing the Common Visiting Student Application and Course Approval Form you agree to the sharing of admission and registration information by the home and host institutions.

1. “Alternate Format” refers to courses delivered online, televised, independent/home study, off-campus face-to-face delivery and multi-mode delivery.



SASKATCHEWAN POLYTECHNIC
Saskatoon Campus, Idylwyld Dr.

P.O. Box 1520
Idylwyld Drive & 33rd St
Saskatoon, SK S7K 3R5
Toll Free 1-866-467-4278

SASKATCHEWAN POLYTECHNIC
Moose Jaw Campus

P.O. Box 1420
Saskatchewan St & 6th Ave NW
Moose Jaw, SK S6H 4R4
Toll Free 1-866-467-4278

SASKATCHEWAN POLYTECHNIC
Regina Campus

P.O. Box 556
4500 Wascana Parkway
Regina, SK S4P 3A4
Toll Free 1-866-467-4278

SASKATCHEWAN POLYTECHNIC
Prince Albert Campus, Technical Bldg.

1100 – 15th St East
Prince Albert, SK S6V 7S4
Toll Free 1-866-467-4278



University of Regina, Office of the Registrar
3737 Wascana Parkway, Regina, SK S4S 0A2
special.registration@uregina.ca



University of Saskatchewan, Admissions
105 Administration Place, Saskatoon, SK S7N 5A2
admissions@usask.ca

Common Visiting Student Application & Course Approval Form

What is your Home Institution?

- University of Saskatchewan
 University of Regina
 Saskatchewan Polytechnic

--	--	--	--	--	--	--	--	--	--

Student Number (Home Institution)

Which institution are you applying to? (Host Institution)

- University of Saskatchewan
 University of Regina
 Saskatchewan Polytechnic

Have you attended the Host Institution before?

- Yes
 No

If yes, what was your Host Institution student number?

--	--	--	--	--	--	--	--	--	--

Are you affiliated with a Regional College? (If so, please indicate which one) _____

Do you authorize the release of your personal information to the Regional College indicated?
 Yes
 No

PERSONAL INFORMATION

<input checked="" type="checkbox"/> Mr <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input checked="" type="checkbox"/> Mrs <input checked="" type="checkbox"/> Other _____	
Last Name	
First Name and Middle Name(s)	
Preferred Name (if different from first name)	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Birthdate Day Month Year	First Language <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input checked="" type="checkbox"/> Other _____
Gender <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Male	

Apt. Number, Street, Box Number	
City or Town	Postal/Zip Code
Telephone – Home () ()	Telephone – Other () ()
Fax <input checked="" type="checkbox"/> Home <input checked="" type="checkbox"/> Work	E-mail Address
() ()	

Aboriginal Ancestry & Affiliation (optional)			
<input checked="" type="checkbox"/> Status Indian	<input checked="" type="checkbox"/> Non-status Indian	<input checked="" type="checkbox"/> Metis	<input checked="" type="checkbox"/> Inuit
Band Name _____			

Citizenship Status	
<input checked="" type="checkbox"/> Canadian Citizen	<input checked="" type="checkbox"/> Permanent Resident (Landed Immigrant)
<input checked="" type="checkbox"/> Student Visa (Student Authorization)	<input checked="" type="checkbox"/> Other _____
Country of Birth	If you were not born in Canada, What was your Date of Entry Day Month Year
Country of Citizenship	

COURSE APPROVAL

I request permission to take the courses listed below, which begin during the following session and year:

- Fall (September – December)
 Winter (January – April)
 Spring (May – August)
 Year

--	--	--	--

Host Institution Course Name, Number & Section Number
(mode of delivery)

Home Institution equivalent

Authorization of Home Institution (signature/date)
Require name, position & faculty/college

COURSE REGISTRATION Request (Please refer to Step 7 of the CVS Application Guide for detailed instructions)

Registration Status	CRN #	Subject	Course Number	Section	Credit Hours	Days M, T, W, R, F, S	Start Time	End Time
Total Credit Hours (Operator please Verify)						0		

Please note that submitting this form does not constitute/guarantee course registration.
 By completing the course registration section of the form, I agree to pay tuition and fees for the courses in which I will be registered.

I certify that all questions have been answered in full and the information provided is correct and complete. I agree to abide by the host institution's rules and regulations. I understand that otherwise my admission may be revoked. I agree to the sharing of admission and registration information by the two institutions and to the release of an official transcript from the host institution to the home institution at the end of the session.

Student's Signature _____

Date: _____