

## **NON-DEGREE APPLICATION INSTRUCTIONS**

- 1. Complete the application and sign the letter of understanding on the back of the form.**
- 2. Obtain approval from Department Head or Coordinator.**
- 3. Obtain approval from Dean of Graduate Studies.**
- 4. Upon approval of the Non-degree application, students will automatically be registered for the course(s) and be assessed tuition fees.**
- 5. Pay tuition fees.**
- 6. It is the responsibility of the student to notify Graduate Studies of course withdrawal by the posted withdrawal dates.  
(refer to: [www.uwindsor.ca/sis](http://www.uwindsor.ca/sis))**
- 7. A lifetime maximum of 2 graduate courses is permitted.**
- 8. Only students admitted to a graduate program may receive graduate credit at the University of Windsor.**

**Office of Graduate Studies  
Room 306  
Chrysler Hall Tower  
(519) 253-3000 x2107**



NON-DEGREE STUDY APPLICATION FORM

U. of W. Identification Number

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GRADUATE STUDIES
University of Windsor
Windsor, ON N9B 3P4

SURNAME GIVEN NAME INITIAL

ORIGINAL SURNAME (if name changed)

HOME ADDRESS STREET

E-MAIL ADDRESS

BUSINESS TELEPHONE

CITY PROVINCE POSTAL CODE

COUNTRY

HOME TELEPHONE

MAILING ADDRESS (if different from above) STREET

SEX
Male Female

DATE OF BIRTH
YR MO DY

CITY PROVINCE POSTAL CODE

SOCIAL INSURANCE #

MARITAL STATUS
Single Married Other

COUNTRY OF BIRTH

CITIZENSHIP

IF NOT CANADIAN, PLEASE CHECK ONE
Student Visa Permanent Resident Other Visa

ENTRY DATE TO CANADA
YR MO

TERM 20 FALL (SEPTEMBER-DECEMBER) WINTER (JANUARY-APRIL) SUMMER (MAY-AUGUST)

Table with 3 columns: ALL INSTITUTIONS OF HIGHER LEARNING ATTENDED, PROGRAM, PERIOD ATTENDED (START & END DATE)

Table with 2 columns: MAJOR FIELD OF PREVIOUS STUDY, PRESENT OCCUPATION

COURSE SELECTION (LIFETIME MAXIMUM 2 GRADUATE LEVEL COURSES PERMITTED) - PLEASE COMPLETE COURSE NUMBER

Table with 5 columns: FACULTY #, SUBJECT #, COURSE #, SECTION #, CHECK FOR AUDIT

I hereby certify that all statements are correct and complete including my declaration of citizenship and status in Canada. I understand that I may have to provide documentation at some future date to substantiate my claim and that any misrepresentation may result in the cancellation of my admission and/or registration status and dismissal from the University of Windsor. It is also understood that my application has been accepted as a non-degree basis only. (Only students who have been admitted to a graduate program may receive graduate credit at the University of Windsor for courses taken).

Date Student Signature

Date Department Head/Coordinator Signature

Date Graduate Dean Approval

Copies to: Registrar Cashier Department Student

**LETTER OF UNDERSTANDING**

I am registering as a Non-Degree student for graduate course(s) \_\_\_\_\_  
\_\_\_\_\_ with the understanding that I cannot use this course(s) towards a  
Graduate Degree at the University of Windsor.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (sign)

\_\_\_\_\_  
Date