ONLINE COURSE INFORMATION REQUEST FORM

for IUP Students sponsored by the Saudi Arabian Cultural Mission (SACM),
Qatar, Kuwait, and others requiring confirmation of on-line coursework and degree verification.

HOW TO USE THIS FORM:

Attention SACM students: Separate Financial Guarantees must be issued for each online course taken by SACM students. Students must send their on-line course work information to SACM prior to the registration of any online course in order for a Financial Guarantee to be issued.

- Parts 1 and 2 must be completed electronically.
- Print a copy of the completed form, sign (Part 3), and date the form.
- Take the completed signed form to the IUP Registrar's Office, 3rd floor of Clark Hall for processing.
- An email that includes an attachment of the student's On-Line Course Work and Degree Information Letter will be sent to the student's IUP email address the Thursday after the form was received by the Registrar's Office.
- It is the responsibility of the student to submit the On-Line Course Work and Degree Information Letter and request permission to take on-line coursework.

Part 1: Student Information

FIRST NAME_____ FAMILY NAME_____

IUP ID@_____

SACM ID #_____

DATE OF BIRTH _____ /_____ /_____
                   Month / Day / Year

IUP EMAIL_____ TELEPHONE _____

Part 2: I am requesting permission to take the following course on line.

Term: _____ Dates of Course: _____ Course Credits: _____

Course Prefix, Number, and Section: _____ Course Title: _____

Part 3: Student 's Signature

Student Signature: _____ Date: _____
                                                                          Month / Day / Year