

Ivy Tech Guest Student Application Process

IUPUI students can enroll in course(s) at Ivy Tech Community College and at IUPUI. IUPUI students must be in good standing (not dismissed) and concurrently enrolled in at least 3 credit hours at IUPUI for fall and spring semesters. There is no concurrent enrollment requirement for the summer semester unless the student plans to use the Passport Financial Assistance Agreement (PFAA).

STEP 1: Meet with your IUPUI Academic Advisor

- Make sure that the Ivy Tech classes will apply toward your IUPUI degree and discuss the minimum grade for the class to transfer to IUPUI
- Ensure that you meet course prerequisites
- If you will use the Passport Financial Assistance Agreement (PFAA), an academic advisor's signature is required

STEP 2: Complete the Electronic Application

Visit: <https://forms.ivytech.edu/f/apply?app=guest>

- A current IUPUI transcript is required: "One.IU" under "Student Center" → "My Academics and Grades" → "View My Unofficial Transcript" → Academic Institution (IUPUI) and Report Type (Unofficial/Cur Enrl/All Career)
- If you have an F-1 visa, an electronic copy of the entire I-20 must be uploaded
- A new application is required every semester

STEP 3: Create a MyIvy Account & Enroll in Ivy Tech class(es)

- Within 10 business days, you will receive an email from Ivy Tech Admissions (check spam/junk folders as well) which includes instructions on creating a MyIvy account and how to register for courses. After the 10th business day, please contact Ivy Tech Admissions: Indianapolis-Admissions-Guest@ivytech.edu with your Name, Date of Birth, IUPUI Email, and Classes.
- Enroll in Ivy Tech course and be sure to check your Ivy Tech email for important updates.

STEP 4: Passport Financial Assistance Agreement (if applicable)

- The PFAA is a coordinated program between *Ivy Tech Community College-Indianapolis Service Area and IUPUI that allows enrollment at both institutions to be considered for financial aid purposes.
- To print the application and review policies, please visit:
 - <https://studentcentral.iupui.edu/doc/funding/iupui-passport-form.pdf>
 - After you have enrolled in your course(s) at Ivy Tech, submit the Passport Financial Assistance Agreement to:
 - Ivy Tech's Express Enrollment Services (1st floor of the NMC building at 50 W. Fall Creek Parkway North Drive). Make a copy of your form before submission.
 - Or, email to: indy-finaid@ivytech.edu

STEP 5: Pay Ivy Tech or Create a Payment Plan

- IUPUI does not send payment to Ivy Tech (even if the PFAA has been completed)
- If the PFAA is not completed at least 2-3 weeks before the class begins, students should set up a payment plan at Ivy Tech to avoid being dropped from classes for nonpayment.
- Visit <https://www.ivytech.edu/payment-plans/>

STEP 6: Send your Ivy Tech transcript to IUPUI

Ivy Tech will not automatically send transcripts to IUPUI

How to send official Ivy Tech transcripts through My Ivy:

- Log on to your Ivy Tech My Ivy Account
- Go to Tools & Resources on the Top Menu Bar
- Click “Request Official Transcript”
- Click “Access the Transcript Ordering Site
- Login or Register
- Click “Transcript”
- Put ‘IUPUI’ in the search box and select: Indiana Univ Purdue Univ Indianapolis
- Or have the transcript sent to a third party: mycredit@iupui.edu

The cost for the official transcript is \$5 and it may be emailed to IUPUI at mycredit@iupui.edu

***Ivy Tech Indianapolis Locations:**

North Meridian Center (downtown), Lawrence, Plainfield and Ivy Online