

**PURDUE UNIVERSITY  
GRADUATE SCHOOL**  
**Request for Special Reciprocal Reduction of Fees Between  
Indiana University Purdue University Indianapolis (IUPUI) and  
Purdue University West Lafayette (PUWL)**

This form should be completed by graduate students who plan to register for courses both at Purdue University West Lafayette (PUWL) and Indiana University Purdue University Indianapolis (IUPUI) in a given academic session or by graduate students who hold a graduate staff appointment at one campus while registering for courses at the other campus. (Both IUPUI graduate students who wish to enroll at PUWL, and PUWL graduate students who wish to enroll at IUPUI may use this form.) To be eligible for this fee remission, an individual must be enrolled as a full-time graduate student at either institution or hold a graduate staff appointment at either institution.

Please note that only general service and non-resident service fees will be covered by this reciprocity agreement for participating graduate students. It will be the student's responsibility to make payment for all other fees assessed. For IUPUI students enrolled at West Lafayette, examples of these fees may include repair and rehabilitation fees, technology fees, laboratory fees, deposits, workshop fees, differential fees, and international student fees. For PUWL students enrolled at Indianapolis, designated fees may include laboratory fees and the IUPUI general fee. Students should also note that failure to meet registration or payment timelines at each institution may result in the assessment of late registration or late payment fees.

Name of Student: \_\_\_\_\_ PUID No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ IUPUI ID No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Department: \_\_\_\_\_ Home Campus: PUWL IUPUI

Degree Objective: \_\_\_\_\_  
(Master's, Doctorate)

Do you hold a graduate staff appointment? Yes No If yes, at what campus: PUWL IUPUI

If yes, what type of appointment and level of CUL/FTE? \_\_\_\_\_  
(e.g., Graduate Teaching Assistant, Graduate Research Assistant, etc. at PUWL) (25, 50, 75, or 100 at PUWL)

Campus where course(s) will be taken: PUWL IUPUI

Course(s) you wish to enroll in at **host** campus:

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Session to complete course(s) \_\_\_\_\_ (Attach written approval to enroll in the course. See reverse side.)  
(Fall, Spring, Summer/Year)

Other course(s) enrolled in at **home** campus:

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Authorized Signatures: \_\_\_\_\_ Date \_\_\_\_\_

Student

Date

Major Professor

Date

Department Head at Home Campus

Date

Dean of the Graduate School

Date

Bursar's Office at Home Campus

Date

Distribute Copies to:

Bursar at Host Campus (for implementation); Departmental Graduate Office of Student (for information)

## **PLEASE NOTE ADMISSION AND REGISTRATION PROCEDURES:**

- ***For an IUPUI student who wishes to enroll in coursework at West Lafayette:***

To register, you must be admitted as a non-degree student at the West Lafayette campus. You must complete this non-degree application at the following Web site:

<https://www.purdue.edu/gradschool/admissions/how/index.html>

After submitting your application, please contact the appropriate graduate program office at the West Lafayette campus to coordinate your admission and registration.

- ***For a PUWL student who wishes to enroll in coursework at IUPUI:***

To register, you must be admitted as a graduate non-degree student at the Indianapolis campus. See <http://graduate.iupui.edu/admissions/non-degree.shtml/> for more details. If you experience any issues please contact Ms. Summer Layton at [slayton@iupui.edu](mailto:slayton@iupui.edu).

To avoid late fees, please initiate the admission and registration process early. You must attach to this request written documentation of approval to enroll in the course(s). This could be a memorandum or e-mail from the instructor of the course or a copy of your class schedule. Questions or problems may be directed to: Associate Dean Thomas W. Atkinson, Graduate School (765) 494-2600 (or [tatkinson@purdue.edu](mailto:tatkinson@purdue.edu).)