



Iowa Wesleyan Guest Instructions and Letter

Definition of an IW Guest Student

Guest Students (Non-IW students taking IW courses): A college student registered for a degree program at another accredited institution may be admitted as a Guest Student at Iowa University during any semester or term as determined by course offerings and space available. An application fee, credentials, and enrollment deposit are not required. However, a letter of permission from the Registrar of the guest student's college or university must be provided to the IW Office of Admissions prior to registration. A guest student form and instructions are available from the Office of the Registrar.

Instructions

1. Fill out IW student application form: <https://www.iw.edu/adult-graduate-application/>
2. Have an administrative official from your current institution fill out a letter of good standing. The letter of good standing must contain:
 - a. the name of the accredited institution
 - b. the name of the student
 - c. the student's major
 - d. have a signature from an administrative official
 - e. the administrative official's title and contact information
 - f. state whether the current student is in "good standing" or not at his/her current institution
 - g. be on school letter head
3. Send letter of good standing to the Adult and Graduate Studies' Office at 601 N. Main St., Mount Pleasant Iowa 52641.
4. If the guest student has any questions, please contact the Registrar's Office at 319 385 6391.

Policies

1. A guest student is a **non-degree seeking student** at Iowa Wesleyan University.
2. The guest student is **responsible** for ordering Iowa Wesleyan's transcript to transfer to his or her current institution.
3. The guest student is **responsible** for understanding how the Iowa Wesleyan course will transfer to his or her current institution.
4. The guest student is **responsible** for contacting the administrative official to write the "good standing" letter, making sure the letter is sent to IW admission's office, and to fill out the IW student application
5. The guest student is **responsible** for knowing and following all Iowa Wesleyan rules, policies, and procedures stated in the student handbook and catalog.
6. The guest student is **not** responsible for the application fee.
7. The guest student does **not** have to send in past transcripts from past course work to IW.
8. The guest student will **not** be eligible for financial aid at Iowa Wesleyan University.

I, _____, understand the instructions, polices, and definition above.

Student Signature:

Date:

For Adult and Graduate Studies Office: Attach this "Instruction Sheet" with the "Letter of Good Standing" and please send to the Registrar's Office.