



Request for Special Reciprocal Reduction of Fees Between Indiana University Indianapolis and Purdue University- Main Campus¹

Please follow the admission and registration procedures noted below before completing the Form 31.

This form should be completed by graduate students who plan to register for courses both at Purdue University West Lafayette and Indiana University Indianapolis (IU Indy) 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 Indiana University Indianapolis and Purdue University students, at either location, West Lafayette or Indianapolis, can 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 Indiana University students enrolled at Purdue WL Main Campus, examples of these fees may include repair and rehabilitation fees, technology fees, laboratory fees, deposits, workshop fees, differential fees, and international student fees. For Purdue students enrolled at IU Indy, designated fees may include laboratory fees and the Indiana University Student Services 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.

NOTE: All fields below, including Purdue and IU ID numbers, are required.

Name of Student _____ Purdue ID No. _____

Date of Birth _____ IU ID No. _____

E-mail address _____

Department _____ Home Campus Purdue IU

Degree Objective _____
(Master's, Doctorate)

Do you hold a graduate staff appointment? Yes No If yes, at what campus Purdue IU

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: Purdue IU

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 _____
Student Date

Major Professor Date

Department Head at Home Campus Date

Office of the Vice Provost for Graduate Students and Postdoctoral Scholars Date

Bursar's Office at Home Campus Date

1. Main campus includes both the West Lafayette and Indianapolis locations of Purdue University.
Distribute copies to: Bursar at Host Campus (for implementation); Departmental Graduate Office of Student (for information)

PLEASE NOTE ADMISSION AND REGISTRATION PROCEDURES:

- ***For an Indiana University (IU Indy) student who wishes to enroll in coursework at Purdue University- Main Campus:***

To register, you must be admitted as a non-degree student at the West Lafayette campus. You must complete this nondegree application at the following Web site: <https://gradapply.purdue.edu/apply/>

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

- ***For a Purdue University student who wishes to enroll in coursework at IU Indy:***

To register, you must be admitted as a graduate nondegree student at the Indianapolis campus. See <https://graduate.indianapolis.iu.edu/admissions/non-degree.html> for more details. If you experience any issues please contact the IU Graduate Office at pugrad@iu.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: Dr. Melissa Franks, Director of Graduate Studies (765) 494-2600 (or mfranks@purdue.edu).