



Guest Student Checklist

1. Meet with your advisor at your home institution to make sure you are taking courses that will transfer. Ivy Tech Community College cannot guarantee the transferability of courses to your home institution.
2. Visit www.ivytech.edu/guest and click on “**Guest Student Application**” to complete an application for the semester you are interested in taking courses.
3. Fill out the required information.
 - Students **MUST** provide proof of enrollment in order for their application to be processed. Accepted documents are:
 - Unofficial transcript that shows your past semester, current semester, or future semester enrollment.
 - Current Class Schedule
 - Enrollment Verification from your institution’s Registrar’s Office.
 - Student **MUST** select a campus (Bloomington). If no campus is selected, the application will not be processed.
 - Courses must be listed using the following naming convention:
 - XXXX XXX (ex. MATH 135)
 - If interested in a full semester, first 8 weeks, or second 8 weeks section, please include that information on your application.
4. After you submit your application, the guest student team will send you a confirmation email that your request has been processed and you have been registered for classes.
 - Please note that guest student applications are processed in the order in which they are received. Processing time is 24 – 48 business hours. This timeframe may increase if you did not submit your requested documents and during weekends, holidays, and peak registration periods.
5. Once you receive your confirmation email, you will be able to create your **MyIvy** account (details on accessing MyIvy will be included in your confirmation email).

If there are any further questions, problems, or concerns, please contact the guest student team via email: BL-GuestStudent@ivytech.edu