

## Non-Matriculated, Open University, and J-1 Visa Students Taking SJSU Studies Courses for Non-GE Credit

This petition is for Undergraduate, Open-University students who are **NOT** matriculated at San José State University and **do not plan to matriculate here (apply for admissions)**. Also, may be used by international students on a J-1 Visa intending to complete degree at their home universities and not SJSU.

Students seeking to matriculate needing to enroll in SJSU Studies Courses, who have completed 60 or more units and pass the WST, may submit an “Enroll in SJSU Studies Courses with Less than 60 Units” petition.

Submit completed form and attachments to the Office of Undergraduate Studies, Administration for final approval.

This petition will ONLY be considered if:

1. You are not seeking to matriculate at SJSU
2. Required documents are attached
  - a. personal statement explaining why you are trying to enroll in an SJSU Studies Course
  - b. a copy of your school transcript or proof of enrollment at another school (such as, graduation forms)

Petition will be return if:

1. Form is not completely fill
2. You are not using the most current version of this petition. Please check [www.sjsu.edu/gup](http://www.sjsu.edu/gup) to be certain that you are using the most recent version of this petition.
3. School Transcript or attachments are missing
3. Instructor and/or Department chair recommendations are missing

Important:

By submitting this petition, you agree that should you ever matriculate at San José State University, you may **NOT** use this course to fulfill SJSU Studies (upper division GE) credit and you acknowledge the information you are providing is truthful and complete.

Example:

SJSU Studies GE Area: Z

Class Number (*are 5 digits*): 12345

Course Prefix: UNVS 100W

Class Section: 82

Course Title: *Spartan Writing*

Add/permission Code (*are 6 digits*): 123456

# Non-Matriculated, Open University, and J-1 Visa Students Taking SJSU Studies Courses for Non-GE Credit

## Section I: Student Information

Name: \_\_\_\_\_ SJSU ID: \_\_\_\_\_ Term Seeking to Enroll: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section II: Home College/University Information (if applicable)

School Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Academic Year: \_\_\_\_\_

## Section III: Course Information and Required Signatures

GE Area: \_\_\_\_\_ Class Number: \_\_\_\_\_ Class Prefix: \_\_\_\_\_ Section: \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Add Code: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval (Yes/No): \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval (Yes/No): \_\_\_\_\_

*Note to Instructor:* by approving enrollment, you indicated that all regularly enroll students seeking to add have done so

GE Area: \_\_\_\_\_ Class Number: \_\_\_\_\_ Class Prefix: \_\_\_\_\_ Section: \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Add Code: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval (Yes/No): \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approval (Yes/No): \_\_\_\_\_

*Note to Instructor:* by approving enrollment, you indicated that all regularly enroll students seeking to add have done so

## Section IV: Submit petition to the Administration building, 159

Final Decision  Approve  Deny  Other

Comments (required if request is denied):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name (Designee)<sup>2</sup> print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>2</sup>Undergraduate Education assigns designee

## Section V: For Office USE Only

Process by: \_\_\_\_\_ Date: \_\_\_\_\_ UGS processed: \_\_\_\_\_