



UNIVERSITY SYSTEM OF MARYLAND
Application for Inter-Institutional Enrollment

STUDENT INFORMATION

Name: _____ SSN: _____
First MI Last

Address: _____
Number and Street

City County State Zip Code

Home Phone: () _____ Local Phone: () _____

Email: _____ Fax Number: () _____

Date of Birth: _____ Gender: Male Female Race: _____
Month/Day/Year

Student Classification: Sophomore Junior Senior ROTC Freshman Graduate 1st Professional
 If Graduate or 1st Professional, please indicate program name: _____

Residency Status: In-State Out-of-State Student Signature: _____ Date: _____

REGISTRATION INFORMATION

Check appropriate Home Institution (current enrollment) and Host Institution (desired enrollment).

- | <u>Home</u> | <u>Host</u> | <u>Home</u> | <u>Host</u> |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Semester and Year of Desired Enrollment: Fall Spring Summer² Year: _____

Course Prefix	Course Number	Section Number	Grading Option	Credit Hours	Home Equivalent	Home Institution Academic Approval (Signature)
Total Credits Requested						

Other home institution academic approval³: _____ Date: _____
Signature/Title

Signature³ of Coordinator, Registrar or Program Director: _____ Date: _____

FOR OFFICIAL USE ONLY - HOME INSTITUTION APPROVAL

To be completed by the Coordinator, Registrar or Program Director. Check one according to institutional policies:

- Inter-Institutional Registration Collaborative/Cooperative Program: _____
 Passport Program (Business) Other (specify): _____

To be completed by the Home Institution for use by the host institution in initiating the annual transfer.

Agency Code: _____ Program: _____ Fund: _____ Object Source: _____

Transaction Code: _____

¹Graduate only; all self-supporting programs are excluded.

²Summer Session, self-supporting programs may be excluded.

³Signature certifies that student is degree-seeking, in good academic standing, and has met the prerequisites or other criteria set for screened or restricted programs of study. Undergraduate students enrolling through Inter-Institutional registration must be full-time students (when credits are combined) according to the home institution definition. Approval does not insure availability of a place in the course at the host institution.

**Taking courses at another
University System of Maryland (USM) School**

Spring or Fall Semester Only

1. Complete the appropriate form—e.g., “Request to Take Courses at Another Law School” or “Request to Take Courses at a Graduate School.” These forms are located on the law school website under “Forms” and on the Forms Shelves outside of Suite 280. Submit the form, along with a course description and the reason you wish to take the course outside of UM Carey Law, to the Office of Registration & Enrollment for approval. Students must demonstrate that the course is not comparable to one offered regularly at the Carey School of Law and that the course will significantly contribute to the student’s legal education by providing a unique experience specific to the student’s program of study.
2. Students must also submit a completed “Inter-Institutional Enrollment” (IIE) form. This form is located on the law school website under “Forms” and on the Forms Shelves outside of Suite 280.
3. Once approved, take the original IIE form to the host school’s registration office to register for the course at that school. (The host school is the school at which the course is being offered.)
4. The Office of Registration & Enrollment (ORE) at UM Carey Law will keep a copy of each form and will register you at UM Carey Law for the off-campus credits. Registration for off-campus courses will be listed on your SURFS account as ABRP [or ABRG] courses. This code alerts the UMB Registrar that you are taking a course at another USM Institution.
3. You pay tuition only at your home institution—UM Carey Law. (Note: Inter-Institutional Enrollment is not applicable during the summer session. If you receive permission to take a course at another USM school during the summer session, you will pay tuition to that institution.)
4. Upon completion of your studies, you must arrange for an official transcript from the host school to be mailed directly to the Office of Registration & Enrollment at UM Carey Law in order for the transferrable credits to be applied to your record at UM Carey Law. Please be aware that if you take a course at another school during your final semester, you may not be able to graduate if we do not receive the official transcript by our deadline.

Special Notes

University of Maryland University College (UMUC)—if you wish to take a course at UMUC, you must first check with the UMUC Registrar to see if UMUC will accept inter-institutional enrollment for the course you wish to take.

Dual Degrees—inter-institutional enrollment may not be used for dual degree programs.

Inter-Institutional Enrollment is not applicable for the summer or winter session.

UM Carey Law Office of Registration & Enrollment
410.706.2045 / registration@law.umaryland.edu