



An NDU undergraduate student may be allowed to cross-register a course at another institution provided:

- The course is not offered at NDU during the semester in which the student is expected to graduate.
- The course in which the student intends to cross-register is equivalent to his/her required course at NDU.
- The course does not conflict with his/her course schedule at NDU.
- The student has the Cross-Registration and Registration Forms signed by his/her Faculty Dean, Department Chairperson, and Academic Advisor as well as the Registrar's Office and the Business Office.
- The student returns the appropriate Cross-Registration form(s) to the Registrar's Office at NDU after officially registering at the other institution.
- The student has to submit to the Registrar's Office at NDU an official transcript of records for his/her cross-registered course.

To : Registrar \_\_\_\_\_

From : Registrar, Notre Dame University-Louaize \_\_\_\_\_

Subject: Cross-Registration \_\_\_\_\_

This is to certify that Mr./Ms. \_\_\_\_\_

has our permission to take the following course(s) for credit at your Institution.

Course N°	Course Title	Credit

If approval is granted, you are kindly requested to sign this form and return it to the Registrar's Office at NDU.

#### STUDENT WILL PAY CHARGES THROUGH NDU

Approved by

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Faculty Dean \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office \_\_\_\_\_ Date \_\_\_\_\_

Business Office \_\_\_\_\_ Date \_\_\_\_\_

#### APPROVAL OF THE HOST INSTITUTION

Cross-registration for the above-mentioned course(s) is allowed

University \_\_\_\_\_