



UNIVERSITY GRADUATE SCHOOL

REQUEST FOR DEPARTMENTAL AFFILIATION

(Intended for students who have already reached 12 graduate credits as non-degree seeking)

Date: _____

Name: _____

PID: _____

Term: _____

Email Address: _____

Reason for affiliation request: _____
(i.e. personal growth, certification, etc.)

This memo is to notify the University Graduate School that I am requesting to affiliate with the
Department/Program of _____.

- Students applying for affiliated status as non-degree seeking students must be approved by the
appropriate academic department Graduate Program Director (GPD) / Chair.
Any graduate course credit hours taken beyond the 12 credit hours as a non-degree seeking
student will not be eligible for transfer.

By signing this memo, I agree to the terms above and understand that enrollment as a non-degree-
seeking student does not imply a right to be admitted in the future as a regular, degree-seeking student.
Graduate credits earned as an affiliated non-degree-seeking student beyond the 12 credits will not be
counted toward a degree at the University.

The academic unit has given their approval of this affiliation by signing below.

Student's signature Printed Name of GPD/Chair Signature of GPD/Chair

Instructions: A current non-degree seeking application for the term listed at the top is required prior to the
submission of this form. Once this form is fully signed by student and GPD/Chair, please submit it via email to UGS,
email address: ugs@fiu.edu. UGS Office: MARC430, MMC, Ph: 305-348-2455, Fax: 305-348-4117.
Due date: The form must be submitted to UGS on a timely manner to ensure full processing and meet appropriate
registration deadlines. Approved forms will be forwarded to Enrollment Management & Services for processing.

FOR UGS OFFICE USE ONLY
APPROVED DENIED
Reviewed by: _____ Date: _____