

# **Non-Degree/Act 48 Graduate Application**



**School of Graduate Studies  
Bloomsburg, PA 17815  
(570) 389-4015**

# Instructions for Application for Non-Degree/Act 48 Admission to Graduate Studies

## Applying for Admission

Mail the completed application with \$35 fee (non-refundable) to the School of Graduate Studies. Checks or money orders are payable to *Bloomsburg University*. The application should be in the mail at least six weeks prior to the requested date of admission in order to insure time for processing.

## Non-degree/Act 48

Non-degree status is for students who do not plan to pursue a master's degree through Bloomsburg University or for students taking Act 48 credits. No more than twelve graduate credits taken in non-degree status will apply to a degree program. ***You are not eligible for financial aid or a graduate assistantship as a non-degree student.***

## Transcripts/Supporting Documents

Please request each college or university that you have attended to forward an official transcript. (Graduates of Bloomsburg University do not need to submit BU transcripts). These must be sent directly from the institution you attended (faxes not accepted). ***Transcripts and all supporting documents should be sent to the School of Graduate Studies, Bloomsburg University, 50 East Main Street, Bloomsburg, PA 17815.***

## For More Information

Contact the Graduate Studies Office at (570) 389-4015, or email [gradadmissions@bloomu.edu](mailto:gradadmissions@bloomu.edu) for any questions. You can also access our website at [www.bloomu.edu/gradschool](http://www.bloomu.edu/gradschool) for the most up-to-date and important information, including policies affecting graduate students. The Graduate Admissions office is located in the Greenly Center, Room 219.

## COUNTY CODES

01 – Adams	15 – Chester	29 – Fulton	43 – Mercer	57 – Sullivan
02 – Allegheny	16 – Clarion	30 – Greene	44 – Mifflin	58 – Susquehanna
03 – Armstrong	17 – Clearfield	31 – Huntingdon	45 – Monroe	59 – Tioga
04 – Beaver	18 – Clinton	32 – Indiana	46 – Montgomery	60 – Union
05 – Bedford	19 – Columbia	33 – Jefferson	47 – Montour	61 – Venango
06 – Berks	20 – Crawford	34 – Juniata	48 – Northampton	62 – Warren
07 – Blair	21 – Cumberland	35 – Lackawanna	49 – Northumberland	63 – Washington
08 – Bradford	22 – Dauphin	36 – Lancaster	50 – Perry	64 – Wayne
09 – Bucks	23 – Delaware	37 – Lawrence	51 – Philadelphia	65 – Westmoreland
10 – Butler	24 – Elk	38 – Lebanon	52 – Pike	66 – Wyoming
11 – Cambria	25 – Erie	39 – Lehigh	53 – Potter	67 – York
12 – Cameron	26 – Fayette	40 – Luzerne	54 – Schuylkill	
13 – Carbon	27 – Forest	41 – Lycoming	55 – Snyder	98 – Foreign
14 – Centre	28 – Franklin	42 – McKean	56 – Somerset	99 – Out-of-State

School of Graduate Studies  
BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

**APPLICATION FOR NON-DEGREE/ACT 48 ADMISSION TO GRADUATE STUDIES**

Submit this form with your \$35 (non-refundable) application fee (payable to *Bloomsburg University*) to the Office of Graduate Admissions. All supporting documents must also be sent to the Office of Graduate Admissions (please read Instructions Page). Submission of this application does not guarantee admission to Graduate School. A final decision will not be made until all pertinent materials have been received in the Office of Graduate Admissions.

1. Social Security Number: \_\_\_\_\_
2. Term applying for: \_\_\_\_\_  
\_\_\_\_\_ Fall 20\_\_\_\_  
\_\_\_\_\_ Winter 20\_\_\_\_  
\_\_\_\_\_ Spring 20\_\_\_\_  
\_\_\_\_\_ Summer 20\_\_\_\_
3. Name: \_\_\_\_\_  
Last First Middle Maiden
4. Present Address: \_\_\_\_\_  
No. and Street City State County Code Zip Code  
Present Phone No. (area code) \_\_\_\_\_ Present address effective until \_\_\_\_\_  
Present email Address: \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_  
No. and Street City State County Code Zip Code  
Permanent Phone No. (area code) \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_  
Email Address: \_\_\_\_\_
6. Country of citizenship: \_\_\_\_\_
7. Are you a U.S. citizen or permanent resident? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(International students must complete a separate application)  
Are you a Pennsylvania resident? \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Date of Birth \_\_\_\_\_  
Month/Day/Year
9. I am applying for: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time
10. Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female
11. \_\_\_\_\_ Non-Degree (12 credit maximum) - check only if you do not intend to pursue a degree at Bloomsburg University  
• Special permission may be requested through the Dean of Graduate Studies to exceed the 12 credit maximum.
12. \_\_\_\_\_ Pursuing credits to fulfill Act 48 requirements only and do not intend to pursue a degree
13. Undergraduate major: \_\_\_\_\_ minor, if any: \_\_\_\_\_
14. Have you ever taken graduate-level courses through Bloomsburg University? \_\_\_\_\_ If so, when? \_\_\_\_\_
15. Are you a Faculty or Staff member at Bloomsburg University? \_\_\_\_\_ Yes \_\_\_\_\_ No
16. Do you possess a current teaching certificate? \_\_\_\_\_
17. If you are enrolled in one of our off-campus sites, please indicate location: \_\_\_\_\_

18. Bloomsburg University is required to collect and report information pertaining to ethnic backgrounds of applicants.

This information will not affect the admission decision rendered on your application. Please check the space that applies to you:

What is your ethnicity?  Hispanic or Latino  Not Hispanic or Latino

What is your race? Mark one or more races to indicate what you consider yourself to be:

- White  Black or African American  Asian  
 American Indian or Alaska Native  Native Hawaiian or other Pacific Islander

### 19. EDUCATIONAL / PROFESSIONAL BACKGROUND

List below the colleges or universities you have attended at the undergraduate or graduate level. You are required to have complete and official transcripts of all course work forwarded directly to the School of Graduate Studies from each college or university previously attended (BU students do not need to submit BU transcripts):

Degree received	Institution	Date awarded	Location	Dates of attendance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name and Address of Employer	From	To	Position Held or Subjects Taught
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please check:  I have requested  I shall request . . . that all official transcripts be forwarded (BU students excluded)

If transcript will appear under another name, please indicate name here: \_\_\_\_\_

I certify that the information that I have given on this application is complete and true to the best of my knowledge. I agree that if I am accepted for admission, I shall comply with all of the rules and regulations of the university which may be in effect or which shall be put into effect while I am a student.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bloomsburg University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, religion, sex, age, national origin, ancestry, life style, sexual orientation, disabilities, Vietnam era veteran status, or union membership. The university is additionally committed to affirmative action and will take positive steps to provide such educational and employment opportunities.