





Baltimore Student Exchange Program (BSEP)  
 Cross-Registration Request Form  
 Registrar's or Records Office  
 For additional information about the BSEP agreement and participating institutions, visit <http://baltimorecollegetown.org/colleges/cross-registration/>

**Course Instructor Signature - Visiting Institution** Date

\*Required for JHU/Peabody, MICA students if prerequisite is not satisfied.

**YOUR INSTITUTION EQUIVALENCY (Completed by your institution's administrator, if applicable)**

Priority	Department Code	Course #	Course Title	Department or Dean Signature (Loyola or TU students)
#1				
#2				
#3				
#4				

**SECTION 3: Signatures (Your Institution)**

\*Your signature verifies you have read and agree to adhere to the academic calendar and policies, including payment of any course related fees, at the visiting institution while participating in BSEP.

**Student Signature** Date

\*Required for all students

**Academic Advisor Signature** Date

\*Required for Goucher, JHU, Peabody, Loyola, MICA, Morgan, Notre Dame, and UB students.

**Faculty/Major Advisor Signature** Date

\*Required for JHU-Engineering students.

**Academic Advising & Support Center Signature** Date

\*Required for Loyola students.

**Special Approval Signature** Date

\*Required for UMBC ROTC students.

**SECTION 4: Registrar's or Records Office (Your Institution)**

**BSEP Coordinator Signature** Date

\*Required for all students.

Please return completed BSEP request form to your institution's registrar's or records office  
 Submission of grades to your institution will be coordinated by school administrators