Application Instructions
- Complete applicable sections (B and C) of the application.
- Responses should be typed or legibly printed in ink.
- Please remember to sign and date the application.
- Web forms & instructions can be found at www.registrar.appstate.edu or contact the Registrar’s Office at (828) 262-2051.

New Applicants
Defined as a student who has never attended Appalachian State University and plans to apply in one of the following categories:
- Initial Teacher Licensure (Certification)
- Renewal Teacher Licensure (Certification)
- Non-Degree
- Visiting

Returning Students
Defined as a student who has attended Appalachian State University and plans to initially apply to one of the following categories or has applied, enrolled, and has missed a regular academic term (fall or spring).
- Initial Teacher Licensure (Certification)
- Renewal Teacher Licensure (Certification)
- Non-Degree
- Visiting

Degree Seeking Students
Graduate and undergraduate students continuing in their current academic program who have missed a regular academic term (fall or spring) may use this application for readmission.

A student initially applying as a Freshman or Transfer must request and file an application through the Office of Admissions, Thomas Hall, Appalachian State University, Boone, NC 28608.

A student initially applying to a Graduate Program must request and file an application through the Cratis D. Williams Graduate School, Appalachian State University, Boone, NC 28608.

Initial Teacher Licensure
Undergraduate level: Defined as a student seeking INITIAL TEACHER LICENSURE IN NORTH CAROLINA at the “A” (undergraduate) level. A student in this category must hold a baccalaureate degree and must contact Appalachian’s Reich College of Education, Room 220, Edwin Duncan Hall (828-262-2696) to obtain a licensure statement and discuss submission of college transcripts for eligibility and evaluation purposes.

Graduate level: Defined as a student seeking INITIAL TEACHER LICENSURE IN NORTH CAROLINA at the “G” (graduate) level. A student in this category must hold a master’s degree and must contact Appalachian’s Reich College of Education, Room 220, Edwin Duncan Hall (828-262-2696) to obtain a licensure statement and discuss submission of college transcripts for eligibility and evaluation purposes.

Renewal Teacher Licensure
Undergraduate level: Defined as a licensure student seeking RENEWAL of a teaching license either within or outside of North Carolina. A student in this category must hold a baccalaureate degree, teaching license and submit college transcripts for eligibility and evaluation purposes. Work will be applied to an undergraduate transcript.

Graduate level: Defined as a student seeking RENEWAL of a teaching license either within or outside of North Carolina. A student in this category must hold a baccalaureate degree, teaching license and submit college transcripts for eligibility and evaluation purposes. Enrollment in graduate courses, up to 12 semester hours, may count towards a graduate degree with advisory committee approval.

Non-Degree
During the fall and spring semesters, a non-degree student may register on a space-available basis during the specified hour(s) of the registration period for a maximum of 18 hours per semester. Because this classification is designed for students taking courses purely for their edification, academic advisors are not assigned. Non-degree students are encouraged to obtain the Student Handbook of Rights and Responsibilities from the Center for Student Involvement and Leadership.

Applicants who are not accepted as degree-seeking freshmen, transfer, or graduate students are not eligible for non-degree status.

Undergraduate: Defined as a student who is not seeking either a degree or teacher licensure. It is recommended that official transcripts from colleges previously attended are available for advisement purposes. Work will appear on an undergraduate transcript.

Graduate: Defined as a student who is not seeking either a degree or teacher licensure. A student in this category who wishes to enroll in GRADUATE courses - i.e., courses numbered 5000 and above - must hold a baccalaureate degree and must apply and be admitted through the Office of Graduate Studies and Research prior to registration. If a student is later accepted into a graduate degree program, a maximum of 6 semester hours of graduate coursework may count toward the degree upon petition by the student’s advisory committee and upon receiving approval from the department and the Graduate School.

Visiting
Undergraduate: Defined as a student taking coursework for the purpose of completing an undergraduate degree program at an institution OTHER THAN APPALACHIAN. A student in this category must submit, with this application, a letter from his or her parent institution providing approval to attend Appalachian. It is recommended that official transcripts from colleges previously attended are available for advisement purposes.

Graduate: A student in this category must contact Appalachian’s Office of Graduate Studies and Research to apply for admission. Visiting graduates will be enrolled as non-degree students.

Submission of Social Security Number
Submission of your Social Security number is not mandatory, however, if you do not report your Social Security number, you will not be eligible to participate in or benefit from certain programs of the University. Some of those activities are listed below with the corresponding law which authorizes the University to collect and use the Social Security number:
- Employment—26 U.S.C. 3402 and 6109, and implementing regulations
- Reporting of qualified tuition and related expenses for tax purposes—26 U.S.C. 6050S.

If you submit your Social Security number on this application, it will be used as a personal identifier for record-keeping purposes and for other purposes specifically related to the activities listed above. A description of other uses is available in the office administering each activity listed above.

Codes for Data Sheet

1. SEX
   Male………………………………………………M
   Female……………………………………………F

2. RACE/ETHNIC GROUP
   White (not of Hispanic origin)…………………………………………………………..W
   African-American (not of Hispanic origin)……………………………..B
   Hispanic:……………………………………………………………………………………H
   Asian or Pacific Islander…………………………………………………………………O
   American Indian/Alaskan………………………………………………………………A
   Other…………………………………………………………………………………………X

3. CITIZENSHIP
   United States…………………………US
   Other country…………………………XX

4. VETERAN STATUS
   Nonveteran………………………………………..N
   Veteran not eligible for benefits……………………………..VN
   Veteran eligible for benefits……………………………….VE
   Dependent of deceased war veteran……………………………….DP
   Vocational rehabilitation……………………………………VR

5. LIST STATE ABBREVIATION
   A

NORTH CAROLINA COUNTY CODES (see Residence Statement)

001 Alamance 026 Cumberland 005 Johnston 076 Randolph
002 Alexander 027 Curnow 006 Jones 077 Rowan
003 Alleghany 028 Dare 007 Madason 078 Rutherford
004 Anson 029 Davi 008 Macon 079 Sampus
005 Ashe 030 Gaston 009 Madison 080 Rowan
006 Avery 031 Duplin 010 McDowell 081 Rutherford
007 Beaufort 032 Dupam 011 Bladen 082 Sampson
008 Bertie 033 Edgecombe 012 Buncome 083 Scotland
009 Bladen 034 Forsyth 013 Cabarua 084 Stanly
010 Beaufort 035 Franklin 014 Camden 085 Mecklenburg
011 Buncombe 036 Gaston 015 Caswell 086 Mecklenburg
012 Burke 037 Gates 016 Catawba 087 Mitchell
013 Cabarua 038 Graham 017 Chowan 088 Moore
014 Caldwell 039 Granville 018 Craven 089 Nealy
015 Camden 040 Greene 019 Cumberland 090 New Hanover
016 Carteret 041 Guilford 020 Cherokee 091 North Surry
017 Caswell 042 Halifax 021 Chowan 092 Northampton
018 Catawba 043 Harrett 022 Clay 093 Orange
019 Chatham 044 Haywood 023 Cleveland 094 Pamlico
020 Cherokee 045 Henderson 024 Columbus 095 Pasquotank
021 Chowan 046 Halifax 025 Craven 096 Pender
022 Clay 047 Hoke 026 Dare 097 Perquimans
023 Cleveland 048 Hyde 027 Craven 098 Person
024 Columbus 049 Iredell 028 Surry 099 Randolph
025 Craven 050 Jackson 029 Yadkin
026 Dare 051 Johnston 030 Randolph 078 Rockingham
027 Curnow 052 Jones 031 Rockingham 079 Rowan
028 Dare 053 Lee 032 Sampson 080 Rutherford
029 Davi 054 Lebanon 033 Sampus 081 Rutherford
030 Davi 055 Lincoln 034 Stanly 082 Sampson
031 Duplin 056 Martin 035 Franklin 083 Scotland
032 Durham 057 Madison 036 Franklin 084 Stanly
033 Edgecombe 058 Martin 037 Hoke 085 Stokes
034 Forsyth 059 McDowell 038 Graham 086 Surry
035 Franklin 060 Mecklenburg 039 Granville 087 Swain
036 Gaston 061 Mitchell 040 Greene 088 Swain
037 Gates 062 Montgomery 041 Guilford 089 Tyrrell
038 Graham 063 Moore 042 Halifax 090 Union
039 Granville 064 Nash 043 Harrett 091 Vance
040 Greene 065 New Hanover 044 Haywood 092 Wake
041 Guilford 066 North Carolina 045 Henderson 093 Warren
042 Halifax 067 Onslow 046 Hoke 094 Warren
043 Harrett 068 Orange 047 Hyde 095 Wayne
044 Haywood 069 Pamlico 048 Hyde 096 Wilkes
045 Henderson 070 Pasquotank 049 Iredell 097 Wilkes
046 Hoke 071 Pamlico 050 Jackson 098 Wilson
047 Hyde 072 Perquimans 051 Johnston 099 Wilson
048 Hyde 073 Person 052 Jones 100 Yancey
049 Iredell 074 Pitt 053 Lee 101 Yadkin
050 Jackson 075 Polk 054 Lebanon 102 Yancey
Please check the level of credit and appropriate application type. Refer to Instructions in section A.

<table>
<thead>
<tr>
<th>Level of Credit:</th>
<th>New Applicant</th>
<th>Returning Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Degree Seeking – Graduate</td>
<td>Non-Degree Student</td>
</tr>
<tr>
<td>Graduate</td>
<td>Degree Seeking – Undergraduate</td>
<td>Visiting Student</td>
</tr>
<tr>
<td></td>
<td>Renewal Teacher Licensure (Certification)</td>
<td>Initial Teacher Licensure (Certification)</td>
</tr>
<tr>
<td></td>
<td>Non-Degree Student</td>
<td>Visiting Student</td>
</tr>
<tr>
<td></td>
<td>Visiting Student</td>
<td>Initial Teacher Licensure (Certification)</td>
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<table>
<thead>
<tr>
<th>Student Name</th>
<th>Banner ID#</th>
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<tbody>
<tr>
<td>Last</td>
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</tr>
<tr>
<td>Middle</td>
<td>Preferred</td>
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<table>
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<tr>
<th>SS ID#</th>
<th><strong>optional – see page &quot;A&quot;</strong></th>
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<table>
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<tr>
<th>Student PERMANENT mailing address</th>
<th>E-mail address</th>
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<tbody>
<tr>
<td>Street/Route/PO Box</td>
<td>City</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
<td>Date of birth</td>
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<table>
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<tr>
<th>Student LOCAL address</th>
<th>Telephone</th>
<th>Race (optional)</th>
<th>Citizenship</th>
<th>Veteran Status</th>
<th>State of Legal Residence</th>
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<tbody>
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<td>Street/Route/PO Box</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>City</td>
<td></td>
<td>Sex</td>
<td>Race</td>
<td>Citizenship</td>
<td>Veteran Status</td>
</tr>
<tr>
<td>State</td>
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<thead>
<tr>
<th>Please specify country if other than U.S. citizen</th>
<th>Do you claim to be a legal resident of North Carolina?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
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<table>
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<tr>
<th>Next of kin/parent/guardian(s) name</th>
<th>Sex</th>
<th>Race (optional)</th>
<th>Citizenship</th>
<th>Veteran Status</th>
<th>State of Legal Residence</th>
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<tr>
<th>Next of kin address</th>
<th>Telephone</th>
<th>Next of kin relationship</th>
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<td>Street/Route/PO Box</td>
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<td>City</td>
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<tr>
<td>State</td>
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<td>Zip</td>
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<tr>
<th>High school graduation date</th>
<th>If you did not graduate from high school, please indicate when you received your GED or equivalent</th>
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<tr>
<th>High school attended</th>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>County</th>
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Beginning with the most recent and including Appalachian, list all colleges attended. Use the back of the application to list additional.

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<thead>
<tr>
<th>OFFICE USE</th>
<th>College Code</th>
<th>College attended</th>
<th>Address (city, state)</th>
<th>Entrance date month/year</th>
<th>Actual/intended exit date month/year</th>
<th>Degree earned</th>
<th>Date earned month/year</th>
<th>Major</th>
<th>Tchg cert?</th>
<th>Y/N</th>
<th># hours taken</th>
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REQUIRED INFORMATION FOR ALL APPLICANTS (Please answer each of the following questions.)

Your “yes” answer to one or more of the following questions will not necessarily preclude your being admitted. However, your failure to provide complete, accurate and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

For the purpose of the following six questions, “crime” or “criminal charge” refers to any crime other than a traffic-related misdemeanor or an infraction.

You must, however, include alcohol or drug offenses whether or not they are traffic related.

1. Have you ever been convicted of a crime? ☐ Yes ☐ No
2. Have you ever entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgement continued, to a criminal charge? ☐ Yes ☐ No
3. Have you otherwise accepted responsibility for the commission of a crime? ☐ Yes ☐ No
4. Do you have any criminal charges pending against you? ☐ Yes ☐ No
5. Have you ever been expelled, dismissed, suspended, or placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? ☐ Yes ☐ No
6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? ☐ Yes ☐ No
7. During the five year period immediately preceding the academic term for which you are now applying, has there been a time period (or periods) exceeding four consecutive months during which you were not enrolled in a collegiate institution? ☐ Yes ☐ No

If you answered “yes” to any of the above questions, explain in detail the circumstances which prompted that answer. The explanations should be made on a separate sheet of paper. The paper must be signed and dated by you, and must be submitted with this application. Please understand that you are required to notify the University in writing of 1) all criminal charges (pending or resolved), 2) any collegiate institution at which disciplinary action is either pending or has been taken against you, 3) any separation or discharge from military duty on other than honorable conditions, and 4) any periods of time exceeding four (4) consecutive months during which you were not enrolled in a collegiate institution (examples of “not enrolled in a collegiate institution” could be, but are not limited to: full-time employment, health reasons, being out of the country, active military service, etc.). Failure to notify the University promptly regarding any of the above will be grounds to deny admission, withdraw acceptance offered, or administratively withdraw you from the University once enrollment begins.
Complete applicable sections, sign, and date
NORTH CAROLINA RESIDENCE STATEMENT
(Complete only if you claim to be eligible for the in-state tuition rate)
North Carolina law (GS 116-143.1) states that to determine eligibility for in-state tuition rate every applicant for admission or re-admission shall be required to make a statement as to his or her length of residence in the State. The following information, in most cases, will allow for an accurate determination of residence status. If further information is required, you will be contacted. Please answer the following as completely and precisely as possible:
Name ____________________________________ Social Security # ____________________ Date of Birth _________ Citizenship ____________________________

8. ☐ ☐ Indicate the North Carolina county in which you permanently reside (see table of county codes)

Please list address(es) at which you have maintained a permanent (legal) residence during the preceding 18 months (show month, day, & year):

<table>
<thead>
<tr>
<th>Street, Route, or P.O. Box</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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Please submit ALL information requested in each of the following sections:
Father’s name ___________________________ Mother’s name ___________________________
Mailing address ____________________________ Mailing address ___________________________
State of legal residence ____________________________ State of legal residence ___________________________
Initial date of residence in North Carolina: (month) ________ (year) _____
Occupation/employer ____________________________

LEGAL GUARDIAN: (if student has court-appointed guardian other than father or mother)
Name __________________________________
Mailing address ___________________________
State of legal residence ____________________________
Initial date of residence in North Carolina: (month) ________ (year) _____
Occupation/employer ____________________________

Tuition Benefit Notice
North Carolina provides certain tuition benefits for spouses, family members, and military dependents. Persons who qualify for these benefits include spouses of North Carolina residents, spouses, and dependents of active duty military personnel stationed in North Carolina, and family members of deceased or disabled emergency workers. If you believe you qualify for these benefits, you should contact the Registrar’s Office for a supplemental form. When you have completed the supplemental form, please submit that form and a copy of your residency application to the Registrar’s Office.

Please return this form to the Office from which it was obtained

Term Residency: ______
Career: ______
College: ______
Degree: ______
Major: ______
Concentration: ______
Minor: ______
Class: ______
Certificate: ______
AC Con 1 & 2: ______
Catalog: ______
Special Program: ______
Registration Type: ______

For Returning Graduate Students Only:
Candidacy Code/Date: ______/_______

Advising
Complete: ______
Not Required: ______
Initials: ______
Date: ______

Registrar’s Office Use Only
LAST TERM: ______
INACT DATE: ______
ACT TERM: ______
SOAHOLD: ______
SAAADMS: ______
SHATERM: ______
SZAENTR: ______
ACT TERM: ______
INACT DATE: ______

please list address(es) at which you have maintained a permanent (legal) residence during the preceding 18 months (show month, day, & year):

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Initial date of residence in North Carolina: (month) ________ (year) _____
Occupation/employer ____________________________

LEGAL GUARDIAN: (if student has court-appointed guardian other than father or mother)
Name __________________________________
Mailing address ___________________________
State of legal residence ____________________________
Initial date of residence in North Carolina: (month) ________ (year) _____
Occupation/employer ____________________________

Tuition Benefit Notice
North Carolina provides certain tuition benefits for spouses, family members, and military dependents. Persons who qualify for these benefits include spouses of North Carolina residents, spouses, and dependents of active duty military personnel stationed in North Carolina, and family members of deceased or disabled emergency workers. If you believe you qualify for these benefits, you should contact the Registrar’s Office for a supplemental form. When you have completed the supplemental form, please submit that form and a copy of your residency application to the Registrar’s Office.

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Career: ______
College: ______
Degree: ______
Major: ______
Concentration: ______
Minor: ______
Class: ______
Certificate: ______
AC Con 1 & 2: ______
Catalog: ______
Special Program: ______
Registration Type: ______

For Returning Graduate Students Only:
Candidacy Code/Date: ______/_______

Advising
Complete: ______
Not Required: ______
Initials: ______
Date: ______

Registrar’s Office Use Only
LAST TERM: ______
INACT DATE: ______
ACT TERM: ______
SOAHOLD: ______
SAAADMS: ______
SHATERM: ______
SZAENTR: ______
ACT TERM: ______
INACT DATE: ______