

# Permission to Attend Another Institution Application



Newburgh Campus 1 Washington Center, Newburgh, NY 12550  
Middletown Campus 115 South Street, Middletown, NY 10940  
(845) 341-4140 • registrar@sunyorange.edu

Name of Student (Last, First, Middle Initial):	Student ID#: A
Current Major:	Advisor Name:

Please note, a maximum of 30 transfer credits total may be applied towards a student’s SUNY Orange degree. Courses and credits (but not grades) are accepted. Transfer credits do not affect the cumulative SUNY Orange GPA.

If a student has a passing grade in a course at SUNY Orange, an equivalent course will not be accepted from another institution. If a course is failed at SUNY Orange, an equivalent transferred course may be accepted, but the failing grade will still appear on the student’s transcript and will be calculated in the student’s CGPA. No grades are ever eliminated from a student transcript.

Only courses in which the student has received a grade of at least “C” will be considered.

Students who will be attending another SUNY institution should complete a Cross-Registration request instead of the Permission to Attend Another Institution form. Details can be found on the Registrar website:

[https://sunyorange.edu/registrar/visiting\\_student.html](https://sunyorange.edu/registrar/visiting_student.html)

**Name of other institution you are requesting to attend:** \_\_\_\_\_

Course Number (at Other Institution)	Course Title (at Other Institution)	Credits (at Other Institution)	Equivalent Course Number (at SUNY Orange)	Credits (at SUNY Orange)

Please submit your signed form to the Registrar’s Office prior to registering at another institution. Once reviewed, you will be notified by the Registrar’s Office.

Please submit your official transcript once the coursework is complete. Transcripts can be sent electronically to [apply@sunyorange.edu](mailto:apply@sunyorange.edu) or mailed to the Office of Admissions.

\_\_\_\_\_  
Student Signature Date

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

\_\_\_\_\_  
Registrar Signature Date