



December 1, 2009

Dear Non-JMU Student,

There is an extra step required of students not enrolled at James Madison University. **It is very important that you do this immediately.** Please complete the following in order to be enrolled as a Special Student at JMU for the semester that you will study abroad with our program.

- Fill out and submit online the Non-Degree Seeking Student form located on the website of the College of Graduate and Professional Programs. *See link below.* There is a **\$15 enrollment fee** required for this registration.

<http://www.applyweb.com/apply/jmucess/>

We encourage you also to verify the transfer of credits with the Registrar or Study Abroad Office at your home campus.

Once you have confirmation that the process has been completed. Please email me at [choiek@jmu.edu](mailto:choiek@jmu.edu) or [studyabroad@jmu.edu](mailto:studyabroad@jmu.edu) to let me know. I will then keep watch in the system to verify your account is active and send you your JMU student number. (If this happens quickly, you will have the added option to pay the non-refundable deposit online and just send the receipt with your admission forms.)

If you have any questions, please do not hesitate to contact our office at (540) 568-6419.

Sincerely,

*Agnes Choi*

Agnes Choi  
Enrollment Coordinator  
Enclosures

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