



**Admissions Office**  
3814 Walnut Street, Philadelphia, PA 19104-6197  
Phone: (215) 746-6684 Fax: (215) 898-6238

### **NON-DEGREE MATRICULATION**

Working professionals and others with a bachelor degree may apply to take up to two Fels courses on a non-degree basis: the following instructions will guide you in applying for that status. Each of the courses taken at Fels must be pre-approved by a Fels Director. The courses that are completed at Fels can later be credited toward the MGA and the certificate programs if a student is admitted by application to one of the relevant programs.

### **INSTRUCTIONS**

Non-degree applications are accepted in the fall, spring and summer terms. The application consists of the following, which should be completed no later than three weeks prior to the start of classes:

- (1) Application form;
- (2) Official transcripts from all undergraduate and graduate programs attended (include any community colleges, certificate or non-degree programs attended);
- (3) A resume;
- (4) A personal statement of less than 250 words providing the reasons why you want to enroll in Fels class(es);
- (5) The attached New Student Data form;
- (6) An application fee check for \$70 made out to "Trustees of the University of PA" and
- (7) Personal interview. Call the Admissions Office at 215-746-6684 to schedule an appointment.

Please submit all application materials and the \$70 check to:

Admissions Office  
Fels Institute of Government  
3814 Walnut Street  
Philadelphia, PA 19104-6197

**NON-DEGREE APPLICATION**

**Please provide the following information:**

- 1. Name \_\_\_\_\_
- 2. Social Security Number: \_\_\_\_\_
- 3. Mailing Address: \_\_\_\_\_
- 4. Current Phone: \_\_\_\_\_
- 5. Work Phone \_\_\_\_\_
- 6. E-mail: \_\_\_\_\_
- 7. List in chronological order all colleges and universities, including professional schools, attended for credit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. I certify that the information on this form is accurate and complete to the best of my knowledge, and I understand that misrepresentation or omission may be cause for denial of admission, or if admitted, dismissal from the University.

Signature

Date

\_\_\_\_\_

9. Diversity Survey (Optional)

The University of Pennsylvania seeks to draw students from diverse backgrounds. The information requested below will be used to evaluate the effectiveness of our efforts to recruit and select a diverse student body. Providing this information is confidential and completely voluntary. The answer to this question or the omission of an answer will not influence the admissions decision. Please indicate the group(s) in which you would include yourself:

- |                            |                          |   |                          |
|----------------------------|--------------------------|---|--------------------------|
| African American/Black     | <input type="checkbox"/> | White, not of Hispanic origin                   | <input type="checkbox"/> |
| Mexican-American/Chicano   | <input type="checkbox"/> | Alaskan Native/Native American (identify tribe) | <input type="checkbox"/> |
| Puerto Rican               | <input type="checkbox"/> | _____   |                          |
| Other U.S. Hispanic/Latino | <input type="checkbox"/> | Asian-American/Pacific Islander                 | <input type="checkbox"/> |
| Other, please specify:     |                          |   |                          |

Gender:       Female       Male

**REGISTERING FOR CLASSES**

Prior to registering, a Fels Director should approve your choice of class(es). After this form is signed, Fels will then enroll you in the course(s). If you wish to drop the course, you must submit a drop request to Student Services Coordinator Karen Kille at [karener@sas.upenn.edu](mailto:karener@sas.upenn.edu) prior to the drop/add deadline.

- GAFL 502 001 Public Speaking for Government and Nonprofit Leaders
- GAFL 504 001 Elected Office: A Congressional Perspective
- GAFL 510 401 Ancient and Modern Constitutionmaking
- GAFL 515 001 Public Investment Banking
- GAFL 520 001 Nonprofits and Social Entrepreneurism
- GAFL 521 001 Fundraising for Nonprofit Organizations
- GAFL 528 001 Marketing for Nonprofits and Government Organizations
- GAFL 530 001 Leadership and Politics
- GAFL 532 001 Big City Politics: How to Pass Municipal Legislation
- GAFL 560 001 Women Leaders and Emerging Democracies
- GAFL 561 001 Dealing with the Media
- GAFL 569 401 The Politics of Housing and Urban Development
- GAFL 589 001 Policy Development
- GAFL 621 001 Economic Analysis in the Public Sector
- GAFL 631 001 Politics, Policy, and Public Service
- GAFL 625 001 Human Resources Management for Nonprofit and Government Organizations
- GAFL 652 001 Auditing Government Performance
- GAFL 703 001 Statistics for Public Leadership
- GAFL 710 401 Topics in Government
- GAFL 713 001 Politics, Technology, and Economic Development
- GAFL 715 001 Local Elective Politics
- GAFL 716 001 State Elective Politics
- GAFL 722 001 Budgeting and Financial Management for Public and Nonprofit Entities
- GAFL 725 001 Development Projects in Cities
- GAFL 735 001 Performance Management
- GAFL 726 001 Law and Urban Development
- GAFL 727 001 Managing Public Funds
- GAFL 728 001 Chartering the Nation's Fiscal Future
- GAFL 729 001 Financial Management of Nonprofit Institutions
- GAFL 732 001 Public Management
- GAFL 748 001 Foundations and Grant Management
- GAFL 749 001 Leading Nonprofit Organizations
- GAFL 750 001 Advocacy, Lobbying and Government Relations in the Nonprofit Sector
- GAFL 753 001 Project Management
- GAFL 754 001 IT in the Public Sector
- GAFL 760 001 Intergovernmental Management
- GAFL 761 001 Government Relations (Lobbying)
- GAFL 783 001 Public Financial Management
- GAFL 792 001 Contracting for Public Services
- Other \_\_\_\_\_

Students Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

