1. Complete the attached Non-Degree application and obtain approval from the appropriate faculty advisor. (The application can be completed online, but must be printed out and submitted to the Office of Graduate Admissions after a faculty advisor has approved your application. The application must be accompanied by a proof of bachelor’s degree).

2. Submit your completed Non-Degree Application to the appropriate Office of Graduate Admissions (see above) and pay the $125 non-refundable application fee. (The application fee can only be paid by check, money order, or cash). If paying cash, please pay at the Bursar’s window.

3. See your faculty advisor on the day assigned for new non-degree students to have your course(s) approved and your registration entered into the system, (Check the CCNY website at www.ccny.cuny.edu/registrar for the registration schedule).

4. Pick up your bill and pay by the date noted on the lower left-hand portion of your bill. This may be done in person at the Bursar’s Office (A-103) or online. Online bills will be available approximately 24 hours after registering for courses. To access your bill online, log into the CUNY Portal and make payment using either MasterCard or Discover. Your PIN will be activated the day after registration. The PIN is your date of birth in the following format MMDDYY. Please note that you must have your bill validated by the Bursar by the due date or you will be de-registered!

5. Obtain a City College Identification Card. Once you have your bill, go to the ID Office (NAC 1/204) for your picture identification. It is mandatory to show your ID to the security guard when entering any CCNY buildings.

6. If you were born after Dec. 31, 1956 and are planning to register for six (6) or more credits, you must provide proof of immunization (measles, mumps, and rubella immunity) to the Wellness & Counseling Center (WCC) in Marshak Hall Room 115. You may also show proof of immunity by having a blood test (titer). Failure to follow this procedure will result in a delay in registration. Please contact the WCC at (212) 650-8222 for additional information prior to registering.
Graduate Non-Degree Application

Please check one: _______ Non-degree Student _______ Visiting Student

Semester: Fall 20____ Spring 20____ Summer 20____

School:

_____ School of Engineering ______ College of Liberal Arts & Sciences ______ School of Education
(Max. 6 credits) (Max. 12 credits) (Max. 9 credits)

Program:

Last Name: ____________________________ First Name: ____________________________ MI: ______

SS#: _______ / _______ / _______ Date of Birth: ____________________________ Gender: M______ F____

Address: ________________________________ Apt. # _______________________________

City: ________________________________ State: __________ Zip Code: ______________________

Day Phone: __________________________ Evening Phone: __________________________

Email: __________________________________

Are you a returning CCNY student? ______ Yes ______ No If yes, last semester attended? __________________________

Name of college that awarded your undergraduate degree Degree (BA, BS, BFA, etc.) Date Rec’d

How long have you lived in New York State? Years: ___________ Months: ___________

Citizen Status: U.S. Citizen: _____ Perm. Resident/Alien Resident: _____ ID #: __________ Date Issued: __________

Please specify type of visa: __________________________________

If you are not a U.S. Citizen: Country of birth: __________________________ Country of citizenship: __________________________

Important Information

1. As of February 1, 1999, Graduate Non-Degree students are limited to a maximum of 9 credits for the School of Education, 12 credits for the College of Liberal Arts and Sciences, and 6 credits for the School of Engineering while in attendance at CCNY. No exceptions or exemptions are granted beyond the maximum allowance. In order to continue beyond the maximum allowed credits, students must apply for matriculation.

2. The School of Architecture, Computer Science MIS, Media Arts Production, Mental Health Counseling, and the Public Service Management programs do not permit non-degree students.

3. Education students who are planning to matriculate must take the New York State Teacher Certification Examination (NYSTCE) of the Liberal Arts and Science Test (LAST) before completion of the 9 credit maximum as a non-degree student.

_________________________________________ Date
Signature of Program Advisor/Dean*

*Engineering applicants require a signature from the Dean

I understand that this application is for admission as a non-degree student and that this is valid for those candidates who hold a bachelor’s degree. City College, on its part, will admit me as a matriculated student, subject to payment of any required additional fees and submission of required documents, if and when I wish to apply for matriculation.

_________________________________________ Date
Signature of Applicant

The City College of New York does not discriminate on the basis of age, sex, sexual orientation, transgender, genetic predisposition or carrier status, religion, race, color, creed, national origin, physical or mental disability, marital status, alienage or citizenship status, or veteran’s status.