

ADMISSION TO WINTER SESSION @ CITY FOR VISITING STUDENTS

Office of Admissions · A-101 · Office hours: Monday / Thursday 9 - 5; Tuesday / Wednesday 9 - 6; Friday 9 - 4
Tel. 212 650-6448 · Fax 212 650-6417 · email: admissions@ccny.cuny.edu

You must submit the General Application to Winter Session @ City if you are not already enrolled at CCNY or CUNY and:

- o You are a non-degree student, Post Baccalaureate student, or a visitor from another college and will be registering for undergraduate courses as a non-degree student. You must submit proof of attendance at a post secondary institution in order to register for classes at The City College. You may submit a High School diploma or GED, a letter from your current college, or a current college transcript.

Please note: If you are a student from a non-CUNY college, it is your responsibility to ensure that the credits you earn at CCNY are accepted at your home college. While The City College does not require a letter stating that another institution will accept these credits, we urge you to pursue that option for your own sake.

You do NOT need to submit a separate application for the Winter session if:

- o You are currently enrolled at City College.
- o You are currently enrolled at another CUNY college. Consult with the Registrar's Office at your home school or CUNY Portal for instructions on the e-Permit (Electronic Permit) process.

Integrity of Documents

All documents submitted in support of an application for admission become the permanent possession of The City College and the City University of New York and will not be returned to the applicant.

All information requested in an application must be responded to fully and correctly. Omission of colleges, universities and/or proprietary schools attended or falsification of information will constitute grounds for permanently rescinding an offer of admission, disciplinary action and/or dismissal. See "CUNY Policy on Fraudulent Documents" dated October 4, 2004.

Right to Deny Admission

The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

Timeline for Submitting Applications

- o If you are applying for Winter Session you must mail the application by December 1 for Non-CUNY Visitors

In order to facilitate the process of registering for classes, we encourage you to submit your application, including the appropriate supporting documentation, and you will be contacted by phone and/or email on the status of your application and registration.

Residency

Students wishing to be considered for in-state tuition must have resided in New York State, with the intent to stay, for at least one year prior to the first day of classes of the semester for which they are applying. For CUNY residency information and procedures, please refer to <http://www1.ccny.cuny.edu/prospective/admissions/upload/CUNY-Residency-Form.pdf>

Students under the age of 24 must provide their parents' most recent Federal tax returns, unless they are married. Students are not eligible for in-state tuition if they are claimed as a dependent on their parent's tax returns and their parent(s) live out-of state. If the student lives with their parents, information about the parents' residence must be submitted.

To provide proof of independence, students must submit their most recent Federal and New York State tax returns and W-2 forms, as well as their parent's Federal tax returns, which should indicate that they are not claimed as a dependent.

Be advised that dormitory facilities in New York State are not eligible addresses for New York State residency, if your permanent address is out-of-state.

Immunization

All students who are registering for 5.5 or more credits must provide proof of immunization to the Wellness & Counseling Center (Marshak Science Building, Room 15; 212-650-8222).

Application Fee

Non-CUNY students will have a non-refundable application fee of \$65 added to their bill at registration.

Student IDS

Students must wear their IDs at all times while on the CCNY campus or boarding the CCNY shuttle-bus. After registering, all students new to the CCNY campus will pick up their bills from the designated area and then present that bill at the designated area in the North Academic Center (NA) to obtain their IDs.

CCNY E-mail Account

Students should check their CCNY e-mail accounts regularly. The CCNY e-mail serves as the College's Official means of communication. Get updates, register to have your grades e-mailed immediately and be kept informed about campus activities. If you do not have a CCNY e-mail account, have questions or need additional assistance, you can call the Help Desk at 212-650-7878, send e-mail to helpdesk@ccny.cuny.edu, or stop by 1/506 in the NAC Building.

APPLICATION FOR WINTER SESSION @ CITY

Office of Admissions · The City College of New York · A-101 · 160 Convent Avenue (Convent Ave. at 138th St.) · New York, NY 10031
Tel. 212 650-6448 · Fax 212 650-6417 · email: admissions@ccny.cuny.edu

Please check all that apply: Undergraduate _____ Permit (CUNY) _____ Non-CUNY Visitor _____

SS # _____ (If you do not have a Social Security number, an ID # will be assigned by the Office of Admissions.)

Last Name First Name Middle Name

Address Apartment

City State Zip Day () _____ Telephone

Eve () _____ Telephone

Sex: M _____ F _____ Date of Birth: _____ / _____ /19 _____ Email: _____
(mm / dd / yy)

Have you previously attended The City College? Yes _____ No _____ If yes, from _____ to _____

How long have you lived in New York State? Years ___ Months ___ Length of time at Current Address: Years ___ Months ___

Citizenship Status: U.S. Citizen: Yes _____ No _____ Country of Birth _____

Permanent Resident/ Alien Resident # _____ Date Issued _____

Other: Please specify type of visa _____

List schools previously attended:

High School: _____
Name City State Dates of Attendance

College: _____
Name City State Dates of Attendance

College: _____
Name City State Dates of Attendance

Degree received (if any) and date _____

Total number of credits completed at all schools _____

If you have applied to The City College for Spring, please indicate: Freshman _____ Transfer _____

Signature Date

The City College of New York is an Equal Opportunity and Affirmative Action Institution. 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, national or ethnic origin, disability, veteran, or marital status in its student admissions, employment, access to programs and administration of educational policies. The College offers services and assistance to students with disabilities. Questions can be directed to the Office of Student Disability Services, at (212) 650 - 5913.

