



Office of Admissions

NON-DEGREE/VISITING APPLICATION

Instructions

(Applicants are advised to thoroughly read all instructions before completing this application)

NON-DEGREE STUDENTS

Non-degree applicants are those who wish to register for credit bearing courses but are not seeking a degree at Medgar Evers College.

The criteria for non-degree admission is as follows:

- ~ Applicants with prior college attendance must submit a copy of their transcripts as proof of good academic standing.
- ~ All other applicants must submit proof of High School graduation transcript or GED diploma with scores.
- ~ Proof of residency.
- ~ Applicants who have a bachelor's degree or higher may also apply as a non-degree candidate. However, such applicants must show proof of obtained degree.

Copy of a transcript with the indication of the date of graduation is acceptable.

All non-degree students with a maximum of fifteen (15) credits accumulated at Medgar Evers College, and a minimum Grade Point Average (GPA) of 2.0 and over, are required to apply for matriculation into a degree program.

****Please note that non-degree students are not eligible for financial aid****

VISITING STUDENTS

Visiting students are those students who are currently enrolled in a degree-bearing program at another institution but wish to take courses at MEC.

STUDENTS FROM NON-CUNY COLLEGES:

Non-CUNY visitors must submit written permission from their institution to take courses at Medgar Evers College.

A new letter or permit must be submitted every semester.

- I. **A non refundable application processing fee of \$65.00**, in the form of a money order only.

Personal checks are NOT accepted.

Payment should be made out to Medgar Evers College.

- II. Return completed application, money order, and all required documents to:

**Medgar Evers College
Office of Admissions
1637 Bedford Avenue, RM. S-120
Brooklyn, NY 11225**

- III. All non-degree applicants must fulfill CUNY and college-wide requirements in reading, writing, and mathematics, and must complete pre-requisite courses before enrolling in college level or advanced level courses. Permit students and Baccalaureate degree holders are exempt from taking the placement test.

Note: Applicants born after December 31, 1956 are required by New York State Law to submit proof of two immunizations for measles and one immunization each for mumps and rubella before attending classes. Proof of immunization is to be submitted to the Health Services Office, Room S-217.

COMMENTS (For Official Use)

Medgar Evers College does not discriminate on the basis of age, color, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, veteran's status, and or citizenship status.



Office of Admissions

NON-DEGREE/VISITING APPLICATION

Please read the instructions accompanying the application. PRINT using a ballpoint pen. Please complete both sides.

Desired Start Date: Fall Winter Spring Summer Year

Last Name: _____ First Name: _____ MI _____

Any Prior Name(s) _____ Suffix(Jr., Sr.) _____

Date of Birth: _____ Female: Male: Social Security Number _____
mm/dd/yyyy

If you do not have a Social Security Number check this box:

Home Telephone Number _____ Cell Phone Number _____

E-mail Address _____

Address: _____ Apartment # _____

City: _____ State _____ Zip Code _____

Length of time at the above address: Months Years Length of time in New York State: Months Years

Citizenship Status:

Are you a: U. S. Citizen Permanent Resident Student Visa Other

Note: All students on F-1 Visa must see the International Student Advisor.

Are you a Veteran of the United States Armed Services? YES NO Note: All veterans must provide their DD214.

Ethnicity: Indicate your race by selecting one or more options:

American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander Black or African American
 Hispanic/Latino White Asian

Previous dates of attendance at Medgar Evers College:

From _____ To _____
mm/dd/yyyy mm/dd/yyyy

Do you hold a N.Y. State Registered License? YES NO

Did you earn a Degree/Certification from Medgar Evers College? YES
NO

If yes, please identify: _____ Graduation Date: _____
mm/dd/yyyy

Course: _____		
Emp. ID: _____		
Residency Status:	Enrollment Status:	Taken By: _____
In State: <input type="checkbox"/>	Accepted: <input type="checkbox"/>	Date: _____
Out-of-State: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	
	Pending: <input type="checkbox"/>	

Please list your High School/GED and all post-secondary institutions you have attended. (Include College Now)

College/High School/or GED Center	Dates of Attendance MM/YY to MM/YY	Credits/Degree Awarded or Type of Diploma	Location City/State

I hereby certify that all information given on this application is accurate and complete. I understand that all the information contained in this application will be treated confidentially and will be used for institutional purpose only. I realize that failure to provide complete and accurate information may affect my readmission. I understand that my application will not be processed until all the necessary documents are received by the Office of Admissions.

Applicant's Signature _____

Date _____