



# 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.*

#### **WHAT ARE PROCEDURES ARE REQUIRED TO FILE NON-DEGREE?**

1. Applicants must complete and submit the Non-degree application by email along with unofficial or official transcript to [admissions-docs@mec.cuny.edu](mailto:admissions-docs@mec.cuny.edu) the subject should be "Non-degree Application."
2. The \$65.00 application fee will be added to your CUNY First account at the time your application is processed. You will receive a notification by email. Please do not mail application fee to the College. Make payment online.
3. All non-degree applicants must complete pre-requisite courses before enrolling in college level or advanced level courses.

**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.

For additional information on submitting immunization documents, please email the

**Office of Health Services** at: [healthservices@mec.cuny.edu](mailto:healthservices@mec.cuny.edu).

#### **COMMENTS (For Official Use)**



# 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: _____		
<b>Residency Status:</b>	<b>Enrollment Status:</b>	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 \_\_\_\_\_