Important Information Regarding Undergraduate Visiting Student Applications

- This application is for undergraduate students who are currently enrolled in a non-CUNY college and wish to attend Brooklyn College as a non-degree student for one semester. If you are currently a CUNY student, you must apply for a permit through CUNYfirst. Students currently not enrolled at another institution must contact the Admissions Office at 718-951-5001 for information on applying for non-degree status.

- You may only take undergraduate level courses as an undergraduate visiting student.

- Required documents:
  - Transcript or a letter from your home college indicating that you are currently enrolled and in good academic standing. All transcripts must have your name, the name of the college, your courses for the current semester and a cumulative GPA of at least 2.0.
  - $65 non-refundable application fee. Check or money order made payable to Brooklyn College.

- Mail or hand-deliver application and documents to Brooklyn College – Enrollment Services Center, 2900 Bedford Avenue, Brooklyn, NY 11210. An email will be sent to you once your application has been processed.

- The complete application must be received by the following deadlines:

- You can check course availability by going to: https://globalsearch.cuny.edu. Select “Brooklyn College” and the term that you would like to attend. Please note that course offerings can change as we get closer to the beginning of the term.

- Acceptance of the visiting student application does not constitute registration nor does it guarantee you a spot in the course. Once your application is processed, it is your responsibility to register and pay for your course(s) by going to https://home.cunyfirst.cuny.edu (See attached instructions).

- Some courses may require prerequisite coursework or permission from the academic department before registration can be completed.

- Please make sure that your college will accept the credits from Brooklyn College.

- Visiting students are billed non-degree tuition rate. Please visit www.brooklyn.cuny.edu/bursar for information on payment options and tuition payment deadlines. If full payment is not posted to your account by the payment due date, your classes may be dropped for non-payment.

- If you expect financial aid to cover all or part of your tuition, you will need to submit a consortium agreement from your home school to the Enrollment Services Center located in 102 West Quad Center. Please contact your home school for further information.

- You must satisfy immunization requirements at Brooklyn College. Please contact the Health Programs / Immunization Requirements office located in room 0710 James Hall, 718-951-4505.
Undergraduate Visiting Student Application
Brooklyn College – Office of the Registrar

This application form is to be used by undergraduate students who are currently enrolled at a non-CUNY college and wish to attend Brooklyn College as a non-degree student for ONE SEMESTER. New applications must be filed for each semester of attendance. Submit this form along with the documents below to the Enrollment Services Center, room 102, West Quad Center:

1. Unofficial transcript (transcript must show current enrollment at home college with a cumulative GPA of at least 2.0) or letter of current enrollment and good standing from your home college.
2. A non-refundable application processing fee of $65 in check or money order payable to Brooklyn College.

Please complete all information below. Missing information will delay the processing of your application.

**Semester**
Fall ____ Winter ____ Spring ____ Summer 1 ____ Summer 2 ____ Year 2020

**Personal Information**
Social Security Number: ___________________ Date of Birth: _________________ Gender: ______
First Name: ________________________________ Last Name: ________________________________
Phone: _____________________ E-mail: _________________________________________________
Street: _________________________________________________________ Apartment: _________
City: ___________________________ State: _______________________ ZIP Code: ___________
Length of time at the above address (Months & Years): _________________________

**Education**
Current institution: __________________________________________
City: ___________________________ State: _______________________ ZIP Code: ___________
Have you attended any college(s) within the City University of New York (CUNY)? Yes: ____ No: ____

**Courses you wish to take at Brooklyn College**
Class Number Department Course Section Credits

Signature of Applicant: _________________________________________ Date: ________________
How To Claim Your CUNYfirst Account:

1. Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) into your browser’s address bar.
2. Click on “New User.”
3. Follow the on-screen instructions.
4. If your account activation was successful, you will be assigned a CUNYfirst **USERNAME** and **EMPLID**.

**PLEASE NOTE THE FOLLOWING:**

- Remember your **Username and Password** in order to access your CUNYfirst account. Your EMPLID is **not** your password.
- Remember your **EMPLID**; it is your student identification number, used primarily to identify you in CUNYfirst and for CUNY college transactions.

How To Register Online With CUNYfirst:

1. Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) into your browser’s address bar.
2. Login with your Username and Password. If this is your first time using CUNYfirst then see section on “How To Claim Your CUNYfirst Account.”
3. Navigate to **Self Service > Student Center**.
4. Your account information will be displayed on your **STUDENT CENTER** screen. In the right hand corner, select “SEARCH FOR CLASSES.”
5. Select the **Institution** and the **Term** you wish to register for.
6. Select at least two search criteria. Select “Search” to view your search results.
   - If you are looking for a course that is closed, uncheck the “Show Open Classes Only” box.
7. Once you have found your course, select the class by clicking on the “SELECT CLASS” button, then click “NEXT.”
8. The class will be placed into your shopping cart. This **DOES NOT** mean you are registered for the classes you selected. To add more classes, repeat steps 4-8. To complete the registration process, proceed to step 9.
9. Once you have selected all of your classes, select the “ENROLL” tab at the top.
10. Click on “**PROCEED TO STEP 2 OF 3**” and then click on “**FINISH ENROLLING**.”

How To Update Your Personal Information:

1. Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) into your browser’s address bar.
2. Login with your Username and Password. If this is your first time using CUNYfirst then see section on “How To Claim Your CUNYfirst Account.”
3. Navigate to **Self Service > Student Center**.
4. Your account information will be displayed on your **STUDENT CENTER** screen. In the **Personal Information** section, use the drop down box to select an option to update. After selecting the option, click the >> button.
5. Please make the appropriate changes to your personal information and click “**SAVE**” when you are finished.
How To Pay Your Tuition Bill Online With CUNYfirst:

1. Enter https://home.cunyfirst.cuny.edu into your browser’s address bar.
2. Login with your Username and Password. If this is your first time using CUNYfirst then see section on “How To Claim Your CUNYfirst Account.”
3. Navigate to Self Service > Student Center.

❖ Enroll in the Nelnet Monthly Tuition Payment Plan:
   1. In the Finances Section select Enroll/Manage Payment Plan under your total balance.
   2. Turn off your pop-up blocker to be redirected to the Nelnet website.
   3. Select the appropriate payment plan for the upcoming semester.
   4. Follow the on-screen prompts to complete your enrollment.
   5. Your initial payment will be submitted upon successful enrollment in the payment plan.
      • An enrollment fee of $95 will be assessed for all credit/debit card payment plans.
      • An enrollment fee of $40 will be assessed for all eCheck payment plans.

❖ Pay by electronic check or credit card:
   1. In the Finances section, select the MAKE A PAYMENT button under your total balance.
   2. Select Make Payment to the left of the page. There is no fee for using electronic check. There is a 2.65% convenience fee associated with the use of a credit card.
   3. Follow the on-screen instructions to proceed with the payment.
   4. You will receive a message in the Payment Result page as to whether your payment has been accepted or declined.

How To View Your Unofficial Transcript In CUNYfirst:

1. Enter https://home.cunyfirst.cuny.edu into your browser’s address bar.
2. Login with your Username and Password. If this is your first time using CUNYfirst then see section on “How To Claim Your CUNYfirst Account.”
3. Navigate to Self Service > Student Center.
4. In the Academics Section select “Transcript: View Unofficial” in the dropdown list and click on 🔗.
5. Select “Brooklyn College” as the institution and “Student Unofficial Transcript” as the report type.
6. Click on VIEW REPORT. Please be sure to disable all pop-up blockers before you click on “view report”.
   Please note: You will not be able to access your transcript if you have a financial hold/service indicator on your account.