

Important Information Regarding Graduate Visiting Student Applications

- ▶ This application is to be used only by graduate students who are currently enrolled at 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 the CUNY Portal. 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 graduate level courses as a graduate visiting student.
- ▶ This application must be completed and returned in person to the Enrollment Services Center (102 West Quad Center) or mailed to the address above along with a \$65 processing fee (check or money order payable to Brooklyn College) and an unofficial transcript or a letter indicating that you are currently registered and in good academic standing at your home college. Signature or e-mail approval of the appropriate graduate deputy at Brooklyn College is needed. All transcripts must have your name, the name of the college, your courses for the current semester and a cumulative GPA of at least 3.0. Documents missing any of this information will not be accepted. Incomplete applications will not be processed.
- ▶ **Complete applications must be received by the following dates:**
 - If attending Summer 2014 – Session I: May 23, 2014.
 - If attending Summer 2014 – Session II: July 3, 2014.
 - If attending Fall 2014: August 15, 2014.
- ▶ **Submission of a 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>
- ▶ **Students must meet the requisite requirements before registration can be completed.** You may need to obtain approval from the academic department prior to registration.
- ▶ Please visit <http://www.brooklyn.cuny.edu/web/about/offices/bursar.php> for information on payment options, tuition rates and tuition payment deadlines. **If payment is not posted to your account on or before 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.
- ▶ If you are admitted as a visiting student for the fall, winter, or spring semester and intend to register for 6 or more credits, you will need to satisfy your immunization requirement. Please contact the Health Programs / Immunization Requirements office located in room 0710 James Hall, 718-951-4505. There are no immunization requirements for the summer.

Graduate Visiting Student Application

Brooklyn College – Office of the Registrar

This application form is to be used by graduate 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 and/or letter of current enrollment and good standing from your current college.
2. A non-refundable application processing fee of \$65 in check or money order payable to Brooklyn College.
3. Signature or e-mail approval of the appropriate graduate deputy. For deputy contact information, please visit www.brooklyn.cuny.edu/programs/index.jsp?div=G

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

Semester

Fall ____ Winter ____ Spring ____ Summer 1 ____ Summer 2 ____ Year 2014

Personal Information

Social Security Number: _____ Date of Birth: _____ Gender: _____

First Name: _____ Last Name: _____

Phone: _____ E-mail: _____

Address

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 are interested in taking at Brooklyn College

Class Number	Department	Catalog Number	Section	Credits
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature of Applicant: _____ Date: _____

Signature of Graduate Deputy: _____ Date: _____

E-mail approval is attached: Yes ____ No ____

How to register online:

1. Enter <https://home.cunyfirst.cuny.edu> in you browser's address bar
2. Login with your Username and Password. If this is your first time using CUNYfirst then click on "First time users" before logging in.
3. Navigate to **Self Service > Student Center > Search for Classes**
4. Use **Search for Classes** to find the courses and sections you want to enroll in.
5. Add classes you want to your shopping cart. Placing a class in your shopping cart does not enroll you or reserve a seat.
6. Validate the items in your shopping cart by clicking the **validate** button, to make sure you are eligible to take the classes you selected.
7. On the drop down menu to the left, go to **Enrollment: Add**, proceed to step 2 of 3 and then finish enrolling.

How to pay your tuition bill online:

1. Enter <https://home.cunyfirst.cuny.edu> in you browser's address bar
2. Login with your Username and Password. If this is your first time using CUNYfirst then click on "First time users" before logging in.
3. Navigate to **Self Service > Student Center**.
4. In the **Finances** section, click the **Account Inquiry** link.
5. On the **Account Summary** page, select the **MAKE A PAYMENT** button.
6. On the **Select Payment Method** page, use the dropdown box to select either **Credit Card** or **Electronic Check**. Credit cards accepted are American Express, MasterCard, VISA and Discover Card. There is a 2.65% convenience fee associated with the use of a credit card. There is no fee for using electronic check.
7. Follow the on-screen instructions to proceed with the payment. You will receive a message in the **Payment Result** page as to whether your payment has been accepted or declined.