Important Information Regarding Undergraduate Visiting Student Applications

➢ This application 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. 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. Documents missing any of this information will not be accepted.
  • $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.

➢ **Complete applications must be received by the following dates**:
  • If attending Summer session 1: May 28, 2017.
  • If attending Summer session 2: July 6, 2017.
  • If attending Fall term: August 18, 2017.

➢ **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

➢ **Students must meet the requisite requirements before registration can be completed.** You may need to obtain approval from the academic department prior to registering.

➢ Please visit http://www.brooklyn.cuny.edu/web/about/offices/bursar.php for information on payment options, tuition rates and tuition payment deadlines. **If full 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.

➢ **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.

CUNY

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 _2017_

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** into your browser's address bar.
2. Click on "First Time Users."
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** 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. The search engine requires **two** search criteria. In the "**Course Career**" section, choose the appropriate class level. This is the **first search criteria**. You have two options for the **second criteria**:
   - In the "**Course Subject**" section, you can select the department offering the course.
   - To the right of the "**Course Number**" section, there is an empty box; type in the course number (for example, if the course is BIOL 1001, you would type 1001).
   - 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** 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 "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 "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.

❖ Credit/Debit Card payments can only be done by enrolling in the Nelnet Monthly Tuition Payment Plan (please see above for enrollment instructions)

❖ Pay by electronic check:
1. In the **Finances** section, select the **MAKE A PAYMENT** button under your total balance.
2. On the **Select Payment Method** page, use the dropdown box to select **Electronic Check**. There is no fee for using electronic check.
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.