
INSTRUCTIONS AND INFORMATION FOR NON-DEGREE STUDENTS

Incomplete or faxed applications will not be accepted and will not be processed.

Return the completed application to the Registrar's Office by the due date posted at www.baruch.cuny.edu/registrar/registration

Students (except Senior Auditors) are required to pay a **non-refundable** \$65.00 application-processing fee. Please make check or Money Order payable to BARUCH COLLEGE.

Applicants may check their registration appointment time and register online at <http://esims.cuny.edu/bb> once their applications have been processed.

New York State Law requires all college students to document their immunization (except Summer sessions). Students who fail to provide such documentation may not register for classes.

<http://www.baruch.cuny.edu/admissions/immunization.htm>

Applicants filing for New York State Tuition rates must document eligibility in the residency department at 151 East 25 Street, Room 720, New York, NY 10010. <http://www.baruch.cuny.edu/admission/residency.htm>

DO NOT FILE THIS APPLICATION:

- If you are a CUNY degree student. You must apply at <http://epermit.cuny.edu>.
- If you are interested in obtaining a Bachelors degree from Baruch.
- If you previously attended Baruch as a non-degree or post-baccalaureate student (except Visiting Permit), you must file a **REENTRY APPLICATION** with the Office of the Registrar
- If you have applied for admission as a degree student for the upcoming semester through the University Applications Processing Center (UAPC).
- **If you are planning to complete CPA requirements at Baruch.**

PLEASE NOTE:

- Baruch students have registration preference over non-degree students.
- **Visiting Permit** students from other colleges must file a non-degree application every semester they want to take classes at Baruch College. They will also be responsible for paying the application fee and submitting all the required documentation.
- Non-degree students **may not complete CPA requirements at Baruch College.**
- Baruch College cannot guarantee that requested courses will be available at your appointed registration time. **The college does not override closed courses.**
- Post-baccalaureate and visiting permit students are allowed to enroll **in no more than three** courses offered by the Zicklin School of Business during their time at Baruch College.
- Enrollment in 4000 and above level Zicklin School of Business courses is **not** permitted.

HOW TO REGISTER

Applicants may check their registration appointment time online at <http://esims.cuny.edu/bb> once their applications have been processed. Students may also view their schedule, grades and bills in the above website. The ID is your social security number and pin is your date of birth in the format of YYMMDD.

There are five categories of Undergraduate Non-Degree students:

- A. VISITING PERMIT STUDENTS:** are those who are currently enrolled matriculated students in other colleges. Eligible to take a maximum of 18 credits per semester provided the course prerequisites have been met.

REQUIREMENTS FOR VISITING PERMIT STUDENTS:

- A letter from your home college with permission for the specific course(s) you wish to take at Baruch College. It must be submitted on official college stationary with this application **and**
- Official home college transcript to verify prerequisites.

- B. UNDERGRADUATE NON-DEGREE STUDENTS:** are those who have not earned a baccalaureate degree and wish to take **liberal arts courses only**. Eligible to take a maximum of 2 courses (8 credits) per semester provided the course prerequisites have been met.

REQUIREMENTS FOR NEW NON-DEGREE STUDENTS:

- Copy of High School diploma if you never attended any college before **or**
- Official transcripts of all prior college coursework (student copy will be acceptable if all of the student's information including name appears on transcript)

- C. POST-BACCALAUREATE:** are students who have earned a bachelors degree. Post-baccalaureate students may take 1000, 2000 and 3000 level business courses **except** Accountancy for which students may only take 2000 level courses. Post-baccalaureate students are allowed to take **only three** courses offered by the Zicklin School of Business during their time at Baruch College. Eligible to take a maximum of 2 courses (8 credits) per semester provided the course prerequisites have been met.

REQUIREMENTS FOR NEW POST-BACCALAUREATE STUDENTS:

- Official college transcript indicating graduation date and degree received, (a student copy will be acceptable if all of the student's information including name appears on transcript). No copies of diploma will be accepted.

- D. TEACHERS ON SABBATICAL:** may register for any open section of liberal arts courses. Written permission is required from Zicklin School of Business is required to register for open sections of undergraduate business courses.

REQUIREMENTS FOR TEACHERS ON SABBATICAL:

- Proof of teaching license or approval letter from school

- E. SENIOR CITIZENS:** Bona fide New York residents 60 years of age and older are permitted to register for undergraduate courses as nondegree students on space-available basis for a \$65 per semester charge and are exempt from all other fees and charges, except the Comprehensive Fee(\$15). Senior citizens may take no more than 8 credits (liberal arts courses only) a term on an audit basis only. Senior citizens who wish to take courses for degree credit will be assessed the appropriate tuition charges.

REQUIREMENTS FOR SENIOR CITIZENS:

Please submit **copies** of your documentation. Originals **will not** be returned.

- Proof of high school graduation **or** GED, **or** Transcripts of all prior college coursework **and**
- Proof of eligibility: birth certificate, passport or Medicaid/Medicare card

UNDERGRADUATE NON-DEGREE STUDENT APPLICATION
\$65.00 NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY THIS APPLICATION

Application for: Fall _____ Winter _____ Spring _____ Summer _____

Application for: **Visiting Permit** **Non-Degree** (students who do not have a bachelors degree)

Post-Baccalaureate **Senior Citizens** **Teachers on Sabbatical**

Social Security number: _____ Date of Birth: _____

Mr. Ms. _____
LAST FIRST MI

Street Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____

Length of time at the above address _____ in NYC _____ in NYS _____
Years/Months Years/Months Years/Months

Telephone: (____) _____ Email Address _____

Are you a U.S. Citizen? YES NO

If no, state the Country of Birth: _____ Country of Citizenship: _____

Immigration Status: U.S. Permanent Resident: _____
Alien Registration Card # Date Issued Expiration Date

Other: _____

Please Specify Type of visa

For Visiting Permit students:

Name of College: _____

For Non-Degree students:

High School or College Attended: _____

For Post-Baccalaureate students:

Name of College: _____ Degree Received: _____
(must show proof of degree)

List courses you wish to take by discipline and number (i.e. ART 1000):

Acceptance of this application **does not** guarantee course availability at the appointed registration time.

I hereby certify that the statements on this application and all the supporting documents are true. I realize that fraudulent information may affect my status at Baruch College.

Signature

Date