INSTRUCTIONS FOR GRADUATE VISITING PERMIT STUDENTS

Incomplete applications will not be accepted.

Complete the application and return them to the Registrar’s Office by the dates listed on the website.

Baruch students have registration preference over Visiting Permit students.

Applications submitted by the posted due dates that meet Baruch College requirements for non-matriculated status can check their registration appointment time online at http://esims.cuny.edu/bb. Your user id is your social security number and your pin number is your date of birth in the format of YYMMDD.

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

Please do not fax your application, Faxed application will not be accepted.

Non-CUNY students are required to pay a non-refundable $125.00 application-processing fee.

Please make checks or Money Orders payable to BARUCH COLLEGE.

1. Baruch College cannot guarantee that requested courses will be available at your appointed registration time. The college does not override closed courses.

2. Permit students are allowed to take only three courses offered by the Zicklin School of Business during their academic years as a visiting permit student.

3. Students must maintain an average of 3.0 in order to continue at Baruch College.
VISITING GRADUATE STUDENT APPLICATION FORM B
(For Non-CUNY students seeking graduate courses within the Zicklin School of Business
CUNY permit graduate students use form A)

$125 Application fee must accompany this application for non-CUNY students seeking
Graduate business courses.

Application for:  ☐ Fall ________  ☐ Spring ________  ☐ Summer ________

CHECK ONE  ☐ Zicklin MBA/MS Alumni

- Eligible to take graduate business courses on a space available basis provided prerequisites
  are met. (Maximum 12 cumulative credits)

  Dates of prior attendance at Zicklin: From__________To__________ Degree ___________

☐ Non-CUNY Visiting Graduate Students
(Must be currently enrolled in a graduate business or related program).

- Eligible to take graduate business courses on a space available basis (Maximum 12
  cumulative credits)
- Attach a letter from your home school which indicates you have a minimum 3.0 GPA;
  specifies the courses you wish to take; and confirms that the courses requested are being
  applied toward your degree requirements.
- Attach official graduate school transcript to help us verify prerequisites.

☐ Post-Baccalaureate Student

- Eligible to take 8000-level courses only on a space available basis.
- A minimum cumulative undergraduate GPA of 3.0 is required.
- Attach official undergraduate transcript.

If you hold a business related master’s or doctoral degree, you may consider applying to Zicklin’s Post-Master’s
Certificate Program or to a degree program (see Graduate Bulletin). Registration as a non-degree student is limited
to 8000-level courses.

DEADLINE: This application must be received along with supporting material by the corresponding semester
deadline.

Mail to:  In-Person:
Baruch College, Office of the Registrar  Office of the Registrar
One Bernard Baruch Way, Box H-0850  151 East 25 Street,
New York, N.Y. 10010  Room 850
New York, New York 10010  New York, New York 10010
Tel: (646) 312-1150

If you have question about the application process contact the Zicklin School of Business, Graduate Academic
Services Office, Room 13-221 in the Vertical Campus (Lexington Avenue and 24th St.)
Telephone: (646) 312-3140; Fax: (646) 312 3141, email: Zicklin_graduate_advisement@baruch.cuny.edu.
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 _____________________________

Length of time in NYC __________________________ in NYS __________________________

Telephone: Day – ( ) __________________________ Evening – ( ) __________________________

Email Address: ____________________________________________

List courses you wish to take by discipline (e.g. ECO) and number (e.g. 8000) :

__________________________________________

Please list your home college:

Name of College: __________________________ Dates Attended: __________________________

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

Note: Now U.S. Citizens filing for New York State Tuition rates must document eligibility in the form of a permanent resident card. If you have questions about eligibility, contact the residency specialist at (646) 312-1179.

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

Acceptance of this application **does not** guarantee course availability. To return to Baruch in a subsequent semester, I understand that, as a graduate student, I must maintain a 3.0 Cumulative Average in all courses. I authorize release of my transcript to my home institution.

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

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