

### **Important Information Regarding Graduate Visiting Student Applications**

- ▶ This application is for graduate 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 graduate level courses as a graduate 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 3.0. Documents missing any of this information will not be accepted.
  - \$65 non-refundable application fee. You will receive instructions on how to pay the fee after the application has been processed.
  - Approval from the graduate deputy of the department offering the course at Brooklyn College in the form of an e-mail or signature on the application.
- ▶ **To apply, email this form along with your transcript to [wip@brooklyn.cuny.edu](mailto:wip@brooklyn.cuny.edu). You will pay the application fee online.**
- ▶ **The complete application must be received by the following deadlines:**
  - Summer 2025 - Session 1 (5/27 - 7/8): May 20, 2025.
  - Summer 2025 - Session 2 (7/14 - 8/19): July 7, 2025.
  - Fall 2025 (8/25 - 12/21): August 18, 2025.
- ▶ **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.
- ▶ **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>
- ▶ **Some courses may require prerequisite coursework or permission from the academic department before registration can be completed.**
- ▶ Visiting students are billed non-degree tuition rate. Please visit <http://www.brooklyn.cuny.edu/bursar> for information on payment options, 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 Financial Aid office ([finaid@brooklyn.cuny.edu](mailto:finaid@brooklyn.cuny.edu)). Please contact your home school for further information.

# 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. To apply, email this form along with an unofficial transcript (transcript must show current enrollment at home college with a cumulative GPA of at least 3.0) or letter of current enrollment and good standing from your home college to [wip@brooklyn.cuny.edu](mailto:wip@brooklyn.cuny.edu). In lieu of signature on form by the appropriate graduate deputy, you can forward approval in the form of an email. Once your application has been processed, you will be provided instructions on how to pay the non-refundable application processing fee of \$65; please note that you are responsible for this fee even if you decide not to register.

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

## Semester

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer 1 \_\_\_\_\_ Summer 2 \_\_\_\_\_ Year \_\_\_\_\_

## 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: \_\_\_\_\_

Signature of Graduate Deputy: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail approval is attached: Yes \_\_\_\_\_ No \_\_\_\_\_