

# INSTRUCTIONS FOR UNDERGRADUATE NON-DEGREE APPLICATION

**Please Note:**

- In all cases, all course pre-requisites must be met.
- You must maintain a 2.0 GPA at Baruch to be allowed for future terms.
- You may only take 3 business courses your academic career as a non-degree student.

## VISITING STUDENT (A NEW APPLICATION MUST BE FILED FOR EACH TERM YOU INTEND ON ENROLLING IN)

**File this application if:**

- You are currently enrolled in a non-CUNY college.
- You do not intend on enrolling in 4000 level or above Liberal Arts courses
- You do not intend on enrolling in the following business courses:  
upper-level (3000 and above) ACC courses, BPL 5100, CIS 4350, CIS 4400, CIS 5800, 4000-level ECO courses, upper-level (3000 and above) FIN courses, IBS 5750, 4000-level law courses, MGT 4500, MGT 4963, MKT 5750, OPR 3450, RES 3900, RES 4200 , RES 4400, or STA 3155, or TAX 3300.

**Please submit the following documents along with the application:**

- Current Transcript (Official or Unofficial)

## UNDERGRADUATE NON DEGREE STUDENT

**File this application if:**

- You wish to take Liberal Arts courses (1000, 2000, or 3000 level only)
- You do not intend on enrolling in business courses
- You do not intend on enrolling in ENG 2100, 2150 or MTH 1030

**Please submit the following documents along with the application if you never attended Baruch College:**

- Proof of High School Diploma/ GED/ transcripts of all prior college coursework

## POST BACCALAUREATE NON DEGREE STUDENT

**File this application if:**

- You have already received a Bachelor’s degree
- You do not intend on enrolling in 4000 level Liberal Arts courses
- You do not intend on enrolling in the following business courses:  
upper-level (3000 and above) ACC courses, BPL 5100, CIS 4350, CIS 4400, CIS 5800, 4000-level ECO courses, upper-level (3000 and above) FIN courses, IBS 5750, 4000-level law courses, MGT 4500, MGT 4963, MKT 5750, OPR 3450, RES 3900, RES 4200 , RES 4400, or STA 3155, or TAX 3300.
- 2 courses maximum per term

**Please submit the following documents along with the application if you never attended Baruch College:**

- Copies of transcripts of all prior college coursework showing proof of degree.

## SENIOR CITIZEN STUDENT

**File this application if:**

- You are a New York resident 60 years of age or older
- You want to audit introductory liberal arts course
- You do not intend on enrolling in english comp, math, business or science
- Fee of \$80 is required every term/session

**Please submit the following documents along with the application if you never attended Baruch College::**

- Proof of age (driver’s license, State ID, passport, medicare card)
- Proof of High School Diploma/ GED/ transcripts of all prior college coursework

## HIGH SCHOOL STUDENT

**File this application if:**

- You are currently enrolled in high school

**Please submit the following documents along with the application if you never attended Baruch College:**

- Official high school transcript

REGISTRAR’S OFFICE USE ONLY

<p>TERM ACTIVATE</p> <input type="checkbox"/> SEARCH ID <input type="checkbox"/> PROG PLAN <input type="checkbox"/> UPDATE RES/EM <input type="checkbox"/> TERM ACT <input type="checkbox"/> APPT TIME <input type="checkbox"/> STUDENT GRP <input type="checkbox"/> PERM <input type="checkbox"/> TRANS TEXT <input type="checkbox"/> EXT ED			<p>EMAILED</p> <p>DATE</p>	<p>Comments:</p>
			<p>PROCESSED BY</p>	
			<p>INITIAL</p> <p>DATE</p>	

## UNDERGRADUATE NON-DEGREE/VISITING STUDENT APPLICATION

A \$65 non-refundable fee for new applicants and visiting permit student. A \$20 non-refundable reentry fee for returning Undergrad Non-degree and Post-Baccalaureate students who have completed a prior term at Baruch. There is no application fee for Senior citizen auditors applicants. Please complete all portions of the form. Submit your application and documentation via email to [Visitingstudents@Baruch.cuny.edu](mailto:Visitingstudents@Baruch.cuny.edu). Any question or comments please email us at [Visitingstudents@Baruch.cuny.edu](mailto:Visitingstudents@Baruch.cuny.edu)

### APPLICATION

**Application:**  New Applicant  Re-entry (Only Undergrad Non-degree, Post-Baccalaureate and Senior Citizen Auditor)

**Type:**  Visiting Student  Undergrad Non-degree  Post-Baccalaureate  Senior Citizen Auditor  High School Student

**Term Deadlines:**  Summer 2020 Session I and III: May 25, 2020  Winter 2021: December 11, 2020

Summer 2020 Session II: June 29, 2020  Spring 2021: January 8, 2021

Fall 2020: August 10, 2020

### STUDENT INFORMATION

Do you currently have or have ever had a relationship with CUNY? This includes applying to or working at a CUNY college. If **NO**, or you do not know your EMPLID complete the social security number and date of birth section. If **YES**, complete the EMPLID section.

NO: \_\_\_\_\_ YES: \_\_\_\_\_ Sex:  Male  
 Social Security Number Date of Birth EMPLID  Female

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Name on CUNYfirst Account (if different) \_\_\_\_\_

Current Street Address \_\_\_\_\_ Day Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Name of current college attending; or previous college(s) or high school attended: \_\_\_\_\_

### COURSES YOU WISH TO TAKE

In all cases, all course pre-requisites must be met.

	Course (ex. ART 1000)	Title (ex. Intro to Visual Design)		Course (ex. ART 1000)	Title (ex. Intro to Visual Design)
1			3		
2			4		

### APPLICATION AGREEMENT

**Please Read Before You Submit Form:**

Acceptance of this application **does not** guarantee course availability at the appointed registration time. Students are responsible for all tuition and fees regardless of the grade(s) earned or the transferability of the course(s).

**New Students to CUNY or students who have been out of Baruch for a year or longer are charged non-resident tuition rates.** To establish that you are a NYS resident, please submit the CUNY Residency form to the Office of Undergraduate Admissions at 151 E. 25th St, room 720. To download, please go to <http://www.baruch.cuny.edu/undergrad/residency.htm>. If you have questions, please email the Residency Unit at [residencyunit@baruch.cuny.edu](mailto:residencyunit@baruch.cuny.edu)

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.

After completion of the form, save and email to [Visitingstudents@Baruch.cuny.edu](mailto:Visitingstudents@Baruch.cuny.edu).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date