

INSTRUCTIONS FOR VISITING GRADUATE STUDENT APPLICATION

ZICKLIN MBA/MS ALUMNI

File this application if:

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

NON CUNY VISITING GRADUATE STUDENTS

File this application if:

- You are currently enrolled in a graduate business or related program .
- Eligible to take graduate business courses on a space available basis (Maximum 12 cumulative credits)
- 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.

Please submit the following documents along with the application:

- A letter from your home college on official college 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.
- Current (Official/Unofficial) graduate school transcript to help us verify prerequisites.

IMPORTANT INFORMATION

Incomplete applications will not be accepted.

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

Students must maintain an average of 3.0 in order to continue at Baruch College.

Registration as a non-degree student is limited to 9000-level courses.

Please note the following:

- The Registrar's Office will send a confirmation e-mail with registration instructions.
- Baruch students have registration preference over Visiting Permit students.
- 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-matriculated students are not allowed to take any Accountancy or Taxation courses. Only matriculated students can register for these courses.

REGISTRAR'S OFFICE USE ONLY

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

VISITING GRADUATE STUDENT APPLICATION

For Non-CUNY students seeking graduate courses within the Zicklin School of Business. Please complete all portions of the form. Submit your application and documentation via email to Visitingstudents@Baruch.cuny.edu. Any question or comments please email us at Visitingstudents@Baruch.cuny.edu

APPLICATION

Type: Zicklin MBA/MS Alumni _____
Degree Dates of Attendance

Non-CUNY Visiting Graduate _____
College Dates of Attendance

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 EEMPLID complete the social security number and date of birth section. If **YES**, complete the EEMPLID section.

NO: _____ YES: _____ Sex: Male
Social Security Number Date of Birth EEMPLID Female

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

Current Street Address _____ Day Phone _____

City _____ State _____ Zip _____ Email Address _____

COURSES YOU WISH TO TAKE

In all cases, all course pre-requisites must be met. (No Accounting courses allowed.)

Course (ex. MGT 9302)	Title (ex. Developing Managerial Skill)	Course Approval	Signature
1		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
2		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
3		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	

APPLICATION AGREEMENT

Please Read Before You Sign:

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 call the Residency Unit at (646) 312-1179.

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.

 Student's Signature

 Date