

# INSTRUCTIONS FOR VISITING GRADUATE STUDENT APPLICATION

## 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 Office of the Registrar will send a confirmation e-mail with registration instructions.
- Baruch students have registration priority 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.

## MARXE SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS

### Marxe Alumni / Non CUNY Visiting Graduate Students / Non Matriculated Students

The Marxe School accepts Visiting Students who wish to take up to a maximum of 6 graduate credits (2 graduate courses) on a space available basis, provided prerequisites are met for the particular course.

### **File this application if:**

- You are a returning Marxe Alum and would like to take up to 2 graduate classes (6 credits) at the Marxe School.
- You are currently a graduate student at a non-CUNY college/university and would like to take up to 2 graduate classes (6 credits) at the Marxe School.
- You are interested in taking up to 2 graduate classes (6 credits) at the Marxe School as a non-matriculated student.

Non-CUNY students and Non-Matriculated students must submit a transcript from your current graduate institution, or a prior undergrad/graduate degree showing a minimum cumulative GPA of 3.0 along with this application.

## WEISSMAN SCHOOL OF ARTS & SCIENCES MA/MS ALUMNI

### **File this application if:**

- Eligible to take graduate courses on a space available basis provided prerequisites are met. (Maximum 12 cumulative credits)
- Please note that the MA in Mental Health Counseling and MS in Financial Engineering programs do not accept visiting students.

## WEISSMAN SCHOOL OF ARTS & SCIENCES NON CUNY VISITING GRADUATE STUDENTS

### **File this application if:**

- You are currently enrolled in a graduate program.
- Eligible to take graduate courses on a space available basis (Maximum ? cumulative credits)
- Permit students are allowed to take only courses offered by the Weissman School of Arts and Sciences during their academic years as a visiting permit student.
- Please note that the MA in Mental Health Counseling and MS in Financial Engineering programs do not accept visiting students.

### **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.

## ZICKLIN SCHOOL OF BUSINESS 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-matriculated students are not allowed to take any Accountancy or Taxation courses.

## ZICKLIN SCHOOL OF BUSINESS 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.
- Non-matriculated students are not allowed to take any Accountancy or Taxation courses.

## VISITING GRADUATE STUDENT APPLICATION

A \$125 non-refundable fee for new applicants and visiting permit student. For Non-CUNY students seeking graduate courses within Baruch College. 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

School applying to: (please refer to school-specific information on the reverse side of this form)

Marxe School of Public & International Affairs  Weissman School of Arts & Sciences  Zicklin School of Business

Are you a Baruch alum?  No  Yes, from which school:  Marxe  Weissman  Zicklin \_\_\_\_\_  
Degree and Date: \_\_\_\_\_

Are you a Non-CUNY Visiting Student?  No  Yes, from what college \_\_\_\_\_  
College \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

**Term Deadlines:**  Summer 2022 Session I and III: May 20, 2022  Fall 2022: August 17, 2022  Spring 2023: January 6, 2023  
 Summer 2022 Session II: June 24, 2022  Winter 2023: December 12, 2022

**All deadlines are strictly enforced.**

### 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 \_\_\_\_\_

### 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. For more information, please go to <https://enrollmentmanagement.baruch.cuny.edu/undergraduate-admissions/residency/>.

**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: \_\_\_\_\_

OFFICE OF THE REGISTRAR USE ONLY		EMAILED DATE:	Comments:
TERM ACTIVATE: <input type="checkbox"/> SEARCH ID <input type="checkbox"/> PROG PLAN <input type="checkbox"/> RES/EM <input type="checkbox"/> EXT ED		PROCESSED BY	
<input type="checkbox"/> TERM ACT <input type="checkbox"/> REG APPT <input type="checkbox"/> STU GRP <input type="checkbox"/> PERM <input type="checkbox"/> TRANS TEXT		INITIAL: _____ DATE: _____	