

# 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.
- Completed courses not allowed to be repeated.
- You must submit an application for each term you wish to attend.
- You may only take 3 business courses your academic career as a non-degree student. You may not enroll in English Composition, remedial Math or English, independent study, or internship courses. All courses must be pre-approved, non-approved courses may be dropped with penalty
- Active CUNY students may not apply to take courses as a non-degree student and must apply through ePermit
- Students who decline admission for the term cannot enroll as a non-degree student

## **VISITING STUDENT (A new application must be filed each term you intend on enrolling)**

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

- You are currently active 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: 3000 and above **ACC** and **TAX** courses; **CIS** 4350, 4400, 5800; **OPR** 3450; **STA** 4155; 3000 and above **FIN** courses; 4000 level **ECO** courses; 4000 level **LAW** courses; **BPL** 5100; **ENT/MGT** 4963, 5985; **OPM/MGT** 4500; **MKT** 3000, 3400, 3520, 3600, 3605, 3620, 4555, 5750; **IBS** 5750; **RES** 3900, 4200, 4400. *Other courses may be limited by the Zicklin School of Business.*
- 16 credits maximum per term

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

- All college transcripts (Official or Unofficial) and college-level (AP/IB) credits

## **UNDERGRADUATE NON-DEGREE STUDENT (Not actively / currently enrolled in a Non-CUNY School.)**

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

- You do not intend on enrolling in 4000 level or above liberal arts courses
- You do not intend on enrolling in 3000 level or above business courses
- 16 credits maximum per term

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

- Proof of High School graduation (Diploma/ GED/ transcripts), college transcripts (Official or Unofficial), and college-level (AP/IB) credits

## **POST-BACCALAUREATE NON-DEGREE STUDENT (Received a Bachelor's Degree)**

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

- 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: 3000 and above ACC and TAX courses; CIS 4350, 4400, 5800; OPR 3450; STA 4155; 3000 and above FIN courses; 4000 level ECO courses; 4000 level LAW courses; BPL 5100; ENT/MGT 4963, 5985; OPM/MGT 4500; MKT 3000, 3400, 3520, 3600, 3605, 3620, 4555, 5750; IBS 5750; RES 3900, 4200, 4400. *Other courses may be limited by the Zicklin School of Business.*
- 2 courses maximum per term

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

- All college transcripts (Official or Unofficial) including graduation date and college-level (AP/IB) credits

## **SENIOR CITIZEN STUDENT (New York residents, 60 years of age or older)**

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

- You do not intend on auditing 4000 level or above liberal arts courses, any English composition courses, or any Math courses
- You do not intend on auditing business or science courses
- You do not intend on auditing a class previously audited
- 2 courses maximum per term for a fee of \$80

### **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 and transcripts of all prior college coursework

## **HIGH SCHOOL STUDENT (Rising senior or senior only)**

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

- You do not intend on enrolling in 4000 level or above liberal arts courses or **BIO** 1011, 1012, 1015, 1016; **PHY** 2001, 2002
- You do not intend on enrolling in 3000 level or above business courses
- 2 courses maximum per term outside of school hours

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

- Official high school transcript and college-level (AP/IB) credits

## 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, Post-Baccalaureate, and High School students who have completed a prior term at Baruch. There is no application fee for Senior Citizen auditors. 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:      Winter: December 5      Summer Session I and III: May 15  
                                  Spring: January 2      Summer Session II: June 15  
    Fall: August 15

All deadlines are strictly enforced. Dates that fall on a weekned/holiday will be extended to the next business day.

### 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: \_\_\_\_\_  
       Social Security Number      Date of Birth      EMPLID

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

Current Street Address      Day Phone

City      State      Zip      Email Adress

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 3050)	Title (ex. Intro to Visual Design)		COURSE (ex. ART 3050)	Title (ex. Intro to Visual Design)
1			3		
2			4		

### SIGNATURE

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 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](mailto:Visitingstudents@Baruch.cuny.edu).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_