

College of Staten Island/CUNY  
Office of Recruitment and Admissions  
2800 Victory Boulevard, Building (2A), Room 103  
Staten Island, NY 10314  
(718) 982-2019 (Tel.) / (718) 982-2500 (fax)



### **Application for Graduate Non-Matriculated Study for Visiting Students (Instructions)**

#### **Categories:**

- A. Students from other City University of New York (CUNY) colleges who wish to take courses at the College of Staten Island (CSI) must submit a permit from their home college.
- B. Students in attendance at colleges other than a CUNY college also may enroll as visiting students. They must submit an official letter certifying that they are in good academic standing at their home college and have permission to take course work at CSI.
- C. A selected number of courses in participating programs/departments are available for students who wish to take courses for personal or professional reasons, without intending to pursue a degree. Not all graduate courses are open to non-degree students.

#### **Steps to Enrollment:**

- 1. Please read the section below on “Admission and Academic Policies” and complete the attached application.
- 2. Submit your application and fee (if required) to the Office of Recruitment and Admissions (address, location, and contact information indicated at the top of this form) for processing. Department approval will be confirmed prior to processing the application and fee.
- 3. You will then receive instructions on how and when to register.

#### **Admission and Academic Policies:**

- 1. A non-refundable \$125.00 application fee (check or money order), made payable to the College of Staten Island, must accompany this form when submitted to the Office of Recruitment and Admissions. Students who are currently enrolled as graduate students at another CUNY college are not required to pay this fee.
- 2. To be admitted as a graduate non-matriculated student, an applicant must hold a baccalaureate degree (or its equivalent) from a regionally accredited college or university. The applicant must submit evidence of receipt of this degree (student or official copy of final transcript).
- 3. Students are responsible for determining their course eligibility by contacting the appropriate department. The graduate program coordinator or department designee must sign this application before it can be processed.
- 4. No more than 12 credits may be taken unless the student already holds a master’s degree.
- 5. Acceptance as a non-matriculated student in no way commits the College to grant matriculation at a later date.
- 6. Financial aid is not available for non-matriculated students.
- 7. All students born on or after January 1, 1957, who are enrolling for six or more equated credits must have proof of immunization on file at the College Health Center (Bldg. 1C, Rm. 112). You can contact the Health Center at (718) 982-3045 (phone); (718) 982-2966 (fax); or <http://www.csi.cuny.edu/registrar/immunization.html>.



# Application for Graduate Non-Matriculated Study for Visiting Students

(Please read the attached instructions before completing this form)

### Choose one category:

(A) **CUNY Permit** - Currently enrolled in a CUNY graduate program.  
CUNY College currently enrolled in: \_\_\_\_\_

(B) **Non-CUNY Permit** – Currently enrolled in a graduate program.  
College currently enrolled in: \_\_\_\_\_  
Program: \_\_\_\_\_

(C) **Visiting Student** – Currently not enrolled in a graduate program.  
Degree: \_\_\_\_\_ Date Conferred: \_\_\_\_\_  
College: \_\_\_\_\_ Major and Minor: \_\_\_\_\_

Semester you wish to enroll: Fall ( ) Winter ( ) Spring ( ) Summer ( ) Year: 20\_\_\_\_\_

Courses seeking approval for: \_\_\_\_\_  
(ex., ACC 600, BIO 603 or EDE 601)

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Male ( ) Female ( ) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Number Street Apt.# Home Telephone Number

\_\_\_\_\_  
City State Zip Code Work/Alternate Telephone Number

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_

Length of time (years and months) at the above address? \_\_\_\_\_ in NYS? \_\_\_\_\_

Are you a United States Citizen? ( ) Yes ( ) No, I have a: \_\_\_\_\_  
Visa Type / Status Alien Registration Card#

### Applicant's Certification:

I submit herewith my application for graduate non-matriculated study at the College of Staten Island and hereby certify that the information given in this application is accurate and complete. I understand that misinformation or information withheld may result in the cancellation of my application. I have read the instructions and policies on the reverse side.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] APPROVED [ ] DENIED \_\_\_\_\_  
Program Coordinator or Department Chair Signature Date

Approved courses: \_\_\_\_\_

Comments: \_\_\_\_\_