

## APPLICATION FOR UNDERGRADUATE NON-DEGREE ADMISSION

FILING INFORMATION

### High School Graduates and Visiting Students from Non-CUNY Colleges\*

Students who do not intend to apply for a bachelor's degree but wish to take credit bearing undergraduate courses may apply and take up to 24 credits in a non-degree status. Students applying for non-degree status must submit proof of high school graduation or the General Education Development Diploma (GED). If you are a visiting student from another college, you can present a student college transcript showing at least 24 earned college credits. (*\*If you are presenting educational credentials in a language other than English, you must also supply official translations*).

### Post Baccalaureate Students\*

Students who have completed the bachelor's degree or higher who wish to take undergraduate courses may do so. Applicants must verify prior educational attainment by submitting either a copy of their college degree or a final transcript stating degree and date received to the Office of Admissions. (*\*If you are presenting educational credentials in a language other than English, you must also supply official translations*).

### High School Seniors and College Now Participants

Qualified High School students, including students participating in College Now programs, may register as non-degree students while continuing their high school studies with the written approval of their high school principal or designee and/or the College Now Coordinator at Hunter

### Senior Citizens

Applicants who are applying to the Senior Citizen Program pay no tuition for undergraduate courses. There is a \$65.00 General Fee that will be charged at the time of registration. Senior Citizens are also responsible for the \$5.00 Consolidated Services Fee. All Senior Citizen applicants must be New York State residents and must submit verification of attaining the age of 60. The following forms of proof of age will be acceptable for admission: 1) Medicare Card 2) Driver's License 3) Birth Certificate 4) U.S. Passport

### Mail-In Deadlines

Fall Semester - July 1<sup>st</sup> Winter Session- October 15<sup>th</sup> Spring Semester - December 1<sup>st</sup> Summer Session - April 1<sup>st</sup>  
(Applications received after the deadline will be considered based on space availability.)

### Application Fee

A non-refundable \$65.00 application processing fee is required of all applicants. The application fee will be collected at the time of your first registration. (Do Not Send the Application Fee in With Your Application.) Students currently enrolled at the undergraduate level at another unit of CUNY will have their application fee waived, provided that proof is shown at time of application. Applicants to the Senior Citizen Program and high school students enrolling under the auspices of the College Now program will not be charged an application fee.

### New York State Residency

Any information on this application which indicates prior residence outside of New York State will require additional documentation to prove residence in New York State. Please contact the Office of Admissions for additional information. All required documents should be submitted with the application. Missing documents will delay the processing of the application.

### Immunization

Prior to registering for six credits or more, students born on or after January 1, 1957 are required to submit proof of proper immunization against Measles, Mumps, and rubella. For more information concerning medical requirements, call (212)772-4800.

### Academic Skills Assessment

Non-degree students may register for up to, but no more than 12 credits before the Basic Skills Assessment Exams must be taken. If you do not test or you do not meet minimum levels of proficiency upon testing, you will not be permitted to enroll in the College. Testing information will be mailed to you prior to your first registration. Baccalaureate, master's or doctoral degree holders (from a college or university accredited by a regional U.S. accrediting association) and senior citizens are exempt from Basic Skills Assessment Exams.

FILING INSTRUCTIONS

## STATUS INQUIRY

*Please complete all the information requested on the application.*

Applying as a: 1.  Non-Degree Student 2.  High School Senior  
3.  Senior Citizen 4.  Post-baccalaureate Student

Desired Start Date:  Fall  Winter  Spring  Summer Year \_\_\_\_\_

## PERSONAL BACKGROUND

Last Name \_\_\_\_\_ Prior Name(s) \_\_\_\_\_

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

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_  
Month Day Year Male Female

Permanent Address (Number & Street) \_\_\_\_\_ (Apt. #) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Length of time at the above address (Month & Years)? \_\_\_\_\_

Length of time in New York State (Month & Years)? \_\_\_\_\_

Telephone Number (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Temporary Mailing Address: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

(Number & Street) \_\_\_\_\_ (Apt. #) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

How did you hear about Hunter College:

Radio  Newspaper  Mailing  Friend  Other \_\_\_\_\_

**Admissions E-Mail:  
admissions@hunter.cuny.edu**

Prior Name(s)

First Name

Last Name

# CITIZENSHIP/RESIDENCY

Are you a United States Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, Visa type \_\_\_\_\_ (Attach Copy)

or Permanent Resident Alien Registration Number \_\_\_\_\_ (Attach Copy)

# EDUCATIONAL HISTORY

*In chronological order, list all educational institutions attended beginning with high school.*

1

School Name	State	Country, If not USA	
Number of Credits Earned	Date of Attendance	Degree Awarded	Graduation Date (month & year)

2

School Name	State	Country, If not USA	
Number of Credits Earned	Date of Attendance	Degree Awarded	Graduation Date (month & year)

3

School Name	State	Country, If not USA	
Number of Credits Earned	Date of Attendance	Degree Awarded	Graduation Date (month & year)

# ETHNICITY

Which of the following best describes you? Response is voluntary.

1.  White Non-Hispanic 2.  Black Non-Hispanic 3.  Puerto Rican 4.  Hispanic Other 5.  Asian or Pacific Islander 6.  Other

Ethnicity information is being collected to meet federal reporting requirements. It is confidential and will not be released except in the form of statistical summaries in which individuals are not identified. Response is voluntary and has no bearing on either admissions or academic decisions.

## GENERAL INFORMATION

The Schedule of Classes which contains the current course offerings, registration instructions, and information about the upcoming semester, is posted on the Registrar's web site (<http://registrar.hunter.cuny.edu>). This information is generally available at least one month prior to non-degree registration. It is important to note that degree students are given priority at registration and, therefore, many classes will be filled prior to your appointment time. You should plan alternative courses in advance. You should also note that although basic skills testing is not required until 12 credits are attempted at Hunter, many courses throughout the College curriculum mandate the passing of all or part of the basic skills test.

All Hunter College courses are credit-bearing, and you will receive grades in each of your courses unless you opt for auditor status at registration. You will be required to maintain good academic standing. It will be your responsibility to abide by Hunter's rules and regulations as outlined in the undergraduate catalogue. Students in a non-degree status are not eligible for financial aid or student visas.

If the application and supporting material are acceptable, registration materials will be sent (usually two weeks prior to the start of registration) with further instructions. Please submit the completed and signed form with the required documentation in room 203 (North Building), or mail to: Admissions/Non-Degree, Hunter College, 695 Park Avenue, New York, N.Y. 10065. All required documents must be submitted along with the application. Applications will be returned if required documentation is not submitted with the application. ***The prior information is subject to change without notice.***

## DECLARATION

I hereby certify that all the information given in this application is accurate and complete. I understand that all the information contained in this application will be treated confidentially and will be used for institutional purposes only. I realize that failure to provide complete and accurate information may affect my admission. I understand that my application will not be considered until all the necessary documents are received by the Office of Admissions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## STATEMENT

Hunter College does not discriminate on the basis of age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status. However, the College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

## FOR COLLEGE USE ONLY

Proof of Education: \_\_\_\_\_  
Description Int. Date

Proof of Residency: \_\_\_\_\_  
Description Int. Date

Proof of Age: \_\_\_\_\_  
Description Int. Date

Application Fee Paid / Attached Verification \_\_\_\_\_  
Int. Date

Registration Appointment: Date \_\_\_\_\_ Time \_\_\_\_\_

Data Entry by:

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

DIVISION CODE \_\_\_\_\_

BILLING CODE \_\_\_\_\_

ADMISSIONS CODE \_\_\_\_\_

GROUP CODE \_\_\_\_\_

CURRICULUM CODE \_\_\_\_\_

RESIDENCE CODE \_\_\_\_\_

SENIOR CITIZEN Yes / No

STOP CODES \_\_\_\_\_

PROGRAM CODES \_\_\_\_\_