



OFFICE OF ADMISSIONS  
LOEW HALL, ROOM 224  
P: 718.289.5895  
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BRONX COMMUNITY COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK  
2155 UNIVERSITY AVENUE  
BRONX, NEW YORK 10453

## NON-DEGREE STUDENT INSTRUCTIONS

### Admissions Requirements

- Students must apply directly with the Admission's Office.
- The application fee is \$70. This will be billed to your account and is non-refundable.

### Education Records:

- Official College transcript(s) from all college/universities attended to be submitted electronically to [nondegree@bcc.cuny.edu](mailto:nondegree@bcc.cuny.edu) from the college/universities.
- If you have less than 24 college credits from an accredited institution, we will also require high school transcripts to be submitted to [nondegree@bcc.cuny.edu](mailto:nondegree@bcc.cuny.edu) from the high school.
- If you are currently a CUNY student or attended any CUNY any time after Fall 2012, we already have access to your transcript. We can verify before you submit a request.
- **Transcripts cannot come from personal email or downloaded student copies.**

### Immunization Records:

- All students who were born after December 31, 1956 who register for six or more credits/equivalent credit hours, are required to demonstrate proof of immunization for measles (2 doses), mumps (1 dose), and rubella (1 dose).
- All students must provide proof of vaccination for Meningitis (MEN) or sign a waiver.
- For more information, contact the Health Services Office, Loew Hall Room 101 or call 718.289-5858.
- **All students must submit proof of COVID-19 vaccination if you are planning on taking in-person or hybrid courses.**

### Special Note:

- Non-degree students are not eligible for financial aid.
- Completing this application does not guarantee space in a specific course. Non-degree students are generally, scheduled to register last.
- Enrollment in a course for non-degree students will be based on course availability and is subject to change.
- **Please be advised we cannot accept unofficial transcripts, transcripts from student's personal emails, and/or downloaded copies. All transcripts must be received as described in the Education Records section.**
- **Please note if you attended college outside of the United States, you must utilize one of these two agencies for an evaluation (Josef Silny & Associates or Transcript Research). You must request a course-by-course report which includes GPA.**

**Note:** Non-degree students must satisfy all course pre-requisites and co-requisites to enroll in a course.

## Applicant Information

Full Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Gender: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Length of time in NYC: \_\_\_\_\_

Are you a citizen of the U.S.?      YES    NO    CUNYFirst EMPLID, if applicable \_\_\_\_\_  
   

Are you a U.S. Permanent Resident?      YES    NO    If no to all on the left, Other \_\_\_\_\_  
   

Are you a Naturalized Citizen of the U.S.?      YES    NO  
   

If yes, Country of Birth: \_\_\_\_\_

## Education

High School: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Diploma: \_\_\_\_\_  
   

College: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_  
   

Other: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    YES    NO    Degree: \_\_\_\_\_  
   

## Courses

*Please list all information.*

Course Title: \_\_\_\_\_  
Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Course Title: \_\_\_\_\_  
Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

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Course  
Title: \_\_\_\_\_  
Course  
Number: \_\_\_\_\_ Section  
Number: \_\_\_\_\_

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Course  
Title: \_\_\_\_\_  
Course  
Number: \_\_\_\_\_ Section  
Number: \_\_\_\_\_

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Course  
Title: \_\_\_\_\_  
Course  
Number: \_\_\_\_\_ Section  
Number: \_\_\_\_\_

*I hereby certify that I am the applicant and that as a non-degree student I will not be able to obtain financial aid and, therefore, am totally responsible for payment of my tuition and fees.*

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