



OFFICE OF ADMISSIONS  
LOEW HALL, ROOM 224  
P: 718.289.5895  
F: 718.289.6352

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 through the Admissions Office.
- The application fee is \$70, which will be billed to your account and is non-refundable.
- All CHM, BIO, and PHY courses require enrollment in the lecture, lab, and, in some cases, a recitation. You cannot enroll in only one component of any CHM, BIO, or PHY course.
- All course numbers must correspond with one another. If you select only a lecture, you will also be registered for the corresponding laboratory and recitation (if required).

### Education Records:

- Official college transcripts from all colleges/universities attended must be submitted electronically to [nondegree@bcc.cuny.edu](mailto:nondegree@bcc.cuny.edu).
- If you have less than 24 college credits from an accredited institution, high school transcripts must also be submitted to [nondegree@bcc.cuny.edu](mailto:nondegree@bcc.cuny.edu).
- If you are currently a CUNY student or attended any CUNY institution any time after Fall 2012, we already have access to your transcript. We can verify this before you submit a request.
- Please be advised that we cannot accept unofficial transcripts, transcripts from personal email accounts, or downloaded copies. All transcripts must be received as described in the Education Records section.

### Immunization Records:

- All students 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.

### 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.
- **Under no circumstances will applications be accepted or processed for a class section that has already started.**
- **If you attended college outside of the United States, you must utilize one of these agencies for an evaluation (here). You must request a course-by-course report which includes GPA.**

## 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 and #: \_\_\_\_\_  
Class Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Title and #: \_\_\_\_\_  
Class Number: \_\_\_\_\_ Semester: \_\_\_\_\_

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Course  
Title and #: \_\_\_\_\_  
Class  
Number: \_\_\_\_\_ Semester: \_\_\_\_\_

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Course  
Title and #: \_\_\_\_\_  
Class  
Number: \_\_\_\_\_ Semester: \_\_\_\_\_

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Course  
Title and #: \_\_\_\_\_  
Class  
Number: \_\_\_\_\_ Semester: \_\_\_\_\_

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