Brooklyn College
The City University of New York

Important Information Regarding Undergraduate Visiting Student Applications

☐ This application is for undergraduate students who are currently enrolled in a non-CUNY college and wish to attend Brooklyn College as a non-degree student for one semester. If you are currently a CUNY student, you must apply for a permit through CUNYfirst. Students currently not enrolled at another institution must contact the Admissions Office at 718-951-5001 for information on applying for non-degree status.

☐ You may only take undergraduate level courses as an undergraduate visiting student.

☐ **Required documents:**
  • Transcript or a letter from your home college indicating that you are currently enrolled and in good academic standing. All transcripts must have your name, the name of the college, your courses for the current semester and a cumulative GPA of at least 2.0.
  • $65 non-refundable application fee. You will receive instructions on how to pay the fee after the application has been processed.

☐ **To apply, email this form along with your transcript to wip@brooklyn.cuny.edu. You will pay the application fee online.**

☐ **The complete application must be received by the following deadlines:**
  • Summer 2025 - Session 1 (5/27 - 7/8): May 20, 2025.
  • Summer 2025 - Session 2 (7/14 - 8/19): July 7, 2025.
  • Fall 2025 (8/25 - 12/21): August 18, 2025.

☐ **You can check course availability** by going to: https://globalsearch.cuny.edu. Select "Brooklyn College" and the term that you would like to attend. Please note that course offerings can change as we get closer to the beginning of the term.

☐ **Acceptance of the visiting student application does not constitute registration nor does it guarantee you a spot in the course**. Once your application is processed, it is your responsibility to register and pay for your course(s) by going to https://home.cunyfirst.cuny.edu.

☐ **Some courses may require prerequisite coursework or permission from the academic department before registration can be completed.**

☐ **Please make sure that your college will accept the credits from Brooklyn College.**

☐ Visiting students are billed non-degree tuition rate. Please visit www.brooklyn.cuny.edu/bursar for information on payment options and tuition payment deadlines. **If full payment is not posted to your account by the payment due date, your classes may be dropped for non-payment.**

☐ If you expect financial aid to cover all or part of your tuition, you will need to submit a consortium agreement from your home school to the Financial Aid office (finaid@brooklyn.cuny.edu). Please contact your home school for further information.

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Undergraduate Visiting Student Application

Brooklyn College – Office of the Registrar

This application form is to be used by undergraduate students who are currently enrolled at a non-CUNY college and wish to attend Brooklyn College as a non-degree student for ONE SEMESTER. New applications must be filed for each semester of attendance. To apply, email this form along with an unofficial transcript (transcript must show current enrollment at home college with a cumulative GPA of at least 2.0) or letter of current enrollment and good standing from your home college to wip@brooklyn.cuny.edu. Once your application has been processed, you will be provided instructions on how to pay the non-refundable application processing fee of $65; please note that you are responsible for this fee even if you decide not to register.

Please complete all information below. Missing information will delay the processing of your application.

Semester

Fall_____   Winter_____   Spring_____   Summer 1_____   Summer 2_____   Year _____

Personal Information

Social Security Number:_____   Date of Birth:_____   Gender:_____

First Name:_____   Last Name: _____

Phone:_____   E-mail: _____

Street:_____   Apartment: _____

City:_____   State:_____   ZIP Code: _____

Length of time at the above address (Months & Years): _____

Education

Current institution:_____

City:_____   State:_____   ZIP Code: _____

Have you attended any college(s) within the City University of New York (CUNY)?   Yes:_____   No: _____

Courses you wish to take at Brooklyn College

Class Number	Department	Course	Section	Credits
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature of Applicant:_____**Date**: _____