



Office of Enrollment Services

P.O. Box 307, Old Westbury, New York 11568-0307 • (516) 876-3073 P • (516) 876-3307 F

Application for Non-Matriculated Admission

Please complete all appropriate fields on this form. See other side for instructions and additional required documents.

- Undergraduate** **Graduate:** Please check off the level of course/s you will take as a non-degree student.
- Non-Matriculated (Bachelors or higher):** Must submit this form with proof of bachelor's or master's degree.
- Life Long Learner (no degree):** Must submit this form with proof of good standing from most recent institution.
- High School Enrichment:** Must submit this form with HS transcript showing good standing.
- Visiting Student:** Must submit this form with letter of approval and transcript from current college.

For Entry: Fall Semester 20 _____ Spring Semester 20 _____ Summer Semester 20 _____ Winter Semester 20 _____

Have You Previously Taken Non-Degree Courses at Old Westbury? Yes No

Social Security Number: _____ - _____ - _____ **Date of Birth:** _____ / _____ / _____

Name: _____
Last First Middle Initial Month Day Year

Permanent Address: _____
Street

City State Zip Code County

Phone Number: Type: Home Work Cell (____) _____

Sex: Female Male **E-mail Address:** _____

Are you a US citizen?: Yes No **If No, are you a permanent resident?** Yes No

Are you a veteran?: Yes No Alien Registration: A# _____

Have you ever been dismissed and/or suspended from a college for disciplinary reasons? Yes No

Ethnicity: White Hispanic/Latino **If Hispanic/Latino, is your background (select one):**
 Black or African American Asian Central American Other Puerto Rican
 American Indian or Alaskan Native Dominican Mexican South American
 Native Hawaiian or Pacific Islander

This information is requested for recruitment and statistical purposes and is optional. Admission to the State University of New York is based on the qualifications of the applicant, without regard to sex, race, age, color, creed, national origin, disability, handicap, or marital status.

Curriculum: Undeclared **Highest Degree Earned:** H.S. Diploma GED Associates

Status: Full-time Part-time Bachelors Masters Doctorate

Institution Highest Degree is From: _____
Most Recent Institution Attended: _____
Name and Location of H.S.: _____

For Office Use Only	
Previous Record Exist? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Record ID (leave blank if new): 700	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Prior Non-Degree Credits Taken (leave blank if new):	Counselor Initials & Date: _____ / _____ / _____

Non-Matriculated Admissions Data Entry Information Sheet

All non-degree applicants should be aware of the following conditions before submitting the application for non-matriculated enrollment:

General Conditions

- All Non-Degree, Life Long Learner, High School Enrichment, Visiting Student, and Cross Registered students are considered non-matriculated and are **not** enrolled in a degree program.
- Non-matriculated students are not enrolled in a degree program and therefore do **not** qualify for financial aid. Exceptions may be made for applicants pursuing state certification requirements for teaching; Please speak with the office of Financial Aid for more information.
- Applicants denied admission as a matriculated student to the College at Old Westbury are not eligible to apply to the College for non-degree status in the same semester.
- Applicants that have been suspended from another institution cannot be admitted to the College at Old Westbury for at least one semester. Applicants that have been fully dismissed from another institution cannot be admitted to the College at Old Westbury for one full year.
- International applicants on an F-1 or J-1 visa will not be eligible to be admitted as a non-degree student. Please meet with an Admissions Advisor before submitting any application.

Required Documentation

- Except for High School Enrichment applicants, all non-matriculated status students must **submit proof of high school graduation**. **Acceptable forms of documentation include:** a final high school transcript reflecting date of graduation, a letter from high school stating the applicant's name and date of graduation, a copy of the high school diploma, or GED.
- Students wishing to enroll in the High School Enrichment program must submit a copy of their high school transcript showing junior status and a cumulative average of 80.
- Graduate Courses:** Students will need to contact the department for permission to take graduate level courses.
- Course Pre-Requisites:** Students will need to submit proof that a pre-requisite has been fulfilled for any course they would like to register for that requires one.
- Residency:** In order to qualify for in-state tuition rates, applicants must show proof of residency within New York State. Applicants who have attended College outside of New York must submit proof of NYS residency for at least 13 months prior to the semester they wish to enroll. Resident Aliens must submit a copy of their registration card as proof of their immigration status and must also meet the 13 month requirement for in state tuition. Students who have attended a College outside of New York immediately after graduating from high school should bring a copy of their high school transcript as well.
- Immunization:** Students registering for more than one class are required to submit their documentation of immunization records (measles, mumps, rubella, and meningitis waiver). Students born before January 1st, 1957 are waived from this requirement.

Other Requirements

- Academic Advisement:** Although optional, it is strongly recommended that all applicants meet with an Academic Advisor prior to registration. Please bring copies of your college transcripts with you when you meet with an advisor.
- Maximum Credits:** Non-Degree applicants are restricted to a maximum of 32 credits total. Students desiring to continue their studies at SUNY College at Old Westbury must apply as a matriculated student using the SUNY application submitting all necessary documentation.