

**Application Deadlines**  
 August for Fall  
 December for Spring



**Attach \$65 Non-Refundable Application Fee Here**  
 (check or money order)

**Queens College, City University of New York • 65-30 Kissena Boulevard • Flushing, New York 11367-1597**  
**Office of Undergraduate Admissions • Jefferson Hall Lobby • 718-997-5600**

# Undergraduate Non-Degree Application

Please use this application only if you would like to take undergraduate courses at Queens College for the Fall or Spring semester as a non-degree (non-matriculated) student. For Summer attendance, use the **Summer Session** application in the *Summer Session Bulletin* or on our Web site ([www.qc.cuny.edu](http://www.qc.cuny.edu)). Applications cannot be processed if you have any "holds" on your student record.

**Please print.**

Check one: Application for  Fall  Spring Year \_\_\_\_\_ Check one:  Day  Evening Session

Name \_\_\_\_\_  
Last (Family Name) First Middle (Any prior last name)

Soc. Sec./Student I.D. No. \_\_\_\_\_  Male  Female Date of Birth \_\_\_\_\_  
Month Day Year

Address \_\_\_\_\_  
Number and Street Apt. # Town or City State Zip Code

Length of time at the above address \_\_\_\_\_ Length of time in New York State \_\_\_\_\_  
Yrs. Mos. Yrs. Mos.

Mailing address \_\_\_\_\_  
(If different than above or local address for international students) Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Evening Telephone No. (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code

Are you a U.S. citizen?  Yes  No Country of Birth \_\_\_\_\_

**If you are not a U.S. citizen, you must provide the following information about your immigration status:**

- Permanent Resident – Alien Registration # \_\_\_\_\_ Date of entry on card \_\_\_\_\_
- Visa (specify type) \_\_\_\_\_ Date obtained \_\_\_\_\_ Expiration date \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**Education:** List all institutions attended, in chronological order, beginning with high school. If you received a high school equivalency diploma (GED), please indicate.

Name of Institution	City and State	Dates of Attendance				Approx. No. of Credits Completed	Date Diploma Issued
		From:		To:			
		Month	Year	Month	Year		
High School							

**Certification: All applicants must sign here.**

I hereby certify that all the information on this application is accurate and complete. I realize that failure to file the appropriate application may affect my admission status. I understand that the information on this application will be treated confidentially and will be used for institutional purposes only.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

(See Reverse Side)

## Ethnic Data Section (Optional)

Response is voluntary and information will be kept confidential. Refusal to provide this information will not subject the applicant to any adverse treatment.

Which category describes you best?  (1) White, non-Hispanic;  (2) Black, non-Hispanic;  (4) Hispanic;  
 (5) Asian or Pacific Islander;  (6) American Indian or Native Alaskan;  (7) Other (specify) \_\_\_\_\_

From what country or part of the world did you or your family originally come? Check the box next to the country with which you most identify:  (032) China–Mainland;  (148) China–Taiwan;  (170) Hong Kong;  (083) Korea;  (070) India;  
 (150) Thailand;  (178) Vietnam;  (121) The Philippines;  (075) Israel;  (113) Nigeria;  (139) South Africa;  
 (033) Colombia;  (038) Cuba;  (045) Dominican Republic;  (046) Ecuador;  (065) Guyana;  (066) Haiti;  
 (077) Jamaica;  (117) Panama;  (185) Puerto Rico;  (153) Trinidad;  (160) England/Scotland/Wales;  
 (056) Germany;  (060) Greece;  (074) Ireland;  (076) Italy;  (122) Poland;  (158) Russia;  
 Other (specify) \_\_\_\_\_

Where were you and each of your parents born? Check one in each column:	You	Mother	Father
Born in the United States, excluding Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born in Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born outside the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Instructions and Information

### Required Documents:

- Applicants who completed a bachelor's degree in the United States must submit the following documents (photocopies are acceptable): bachelor's degree or transcript from college/university showing proof of bachelor's degree.
- Students educated abroad must submit educational documents with certified translations proving U.S. bachelor's degree equivalent.
- Visiting Students: (1) Students currently enrolled in another unit of CUNY must file for a CUNY e-permit through [www.cuny.edu](http://www.cuny.edu); (2) Visiting students from non-CUNY colleges should attach a letter of permission from the university attesting to the applicant's good academic standing and current enrollment. All visiting students will be admitted for one semester only.
- Permanent Resident Aliens and non-immigrant aliens must submit proof of immigration status, i.e., Permanent Resident Alien Card, I-94 Card, Certificate of Naturalization, etc. Proof of New York State residency may be required upon review of application.

**Application Fee:** A non-refundable fee of \$65 in the form of a check or money order, payable to Queens College, must accompany this application for all applicants except those currently attending one of the units of the City University of New York (CUNY) as an undergraduate (proof must be submitted). Please include applicant's name, address, and Social Security number on check or money order.

**Skills Assessment Test:** Students with bachelor's degrees from non-English speaking countries are required to take the reading and writing portion of this test prior to registration. Students should contact the Testing Office at 718-997-5680 to schedule a test date.

**Immunization:** All students must complete and submit an immunization form prior to registration. Form is available at the Queens College Health Service Center, Frese Hall, Room 310, 718-997-2760. Students born after January 1, 1957, must show proof of immunization against measles, mumps, and rubella.

**Registration:** Offers of admission are made by mail. Acceptance into the college does not guarantee course availability. Non-degree students are limited to a maximum of 11 credits per semester. Please note that due to high demand by matriculants, non-degree students are *not* permitted to register for Education courses.

### Important Notice of Possible Changes

The City University of New York (CUNY) reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of CUNY and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the CUNY Board of Trustees. CUNY regrets any inconvenience this may cause.

Queens College of the City University of New York does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.