

INSTRUCTIONS FOR GRADUATE VISITING PERMIT STUDENTS**Incomplete applications will not be accepted.**

Complete the application and return them to the Registrar's Office by the dates listed on the website.

Baruch students have registration preference over Visiting Permit students.

Applications submitted by the posted due dates that meet Baruch College requirements for non-matriculated status can check their registration appointment time online at <http://esims.cuny.edu/bb>. Your user id is your social security number and your pin number is your date of birth in the format of YYMMDD.

New York State Law requires all college students to document their immunization.

Students who fail to provide such documentation may not register for classes.

Please do not fax your application, Faxed application will not be accepted.

Non-CUNY students are required to pay a non-refundable \$125.00 application-processing fee.

Please make checks or Money Orders payable to BARUCH COLLEGE.

1. Baruch College cannot guarantee that requested courses will be available at your appointed registration time. **The college does not override closed courses.**
2. Permit students are allowed to take **only three** courses offered by the Zicklin School of Business during their academic years as a visiting permit student.
3. Students must maintain an average of 3.0 in order to continue at Baruch College.

VISITING GRADUATE STUDENT APPLICATION FORM B

(For Non-CUNY students seeking graduate courses within the Zicklin School of Business
CUNY permit graduate students use form A)

\$125 Application fee must accompany this application for non-CUNY students seeking
 Graduate business courses.

Application for: Fall _____ Spring _____ Summer _____

CHECK ONE **Zicklin MBA/MS Alumni**

- Eligible to take graduate business courses on a space available basis provided prerequisites are met. (Maximum 12 cumulative credits)

Dates of prior attendance at Zicklin: From _____ To _____ Degree _____

 Non-CUNY Visiting Graduate Students

(Must be currently enrolled in a graduate business or related program).

- Eligible to take graduate business courses on a space available basis (Maximum 12 cumulative credits)
- Attach a letter from your home school which indicates you have a minimum 3.0 GPA; specifies the courses you wish to take; and confirms that the courses requested are being applied toward your degree requirements.
- Attach official graduate school transcript to help us verify prerequisites.

 Post-Baccalaureate Student

- Eligible to take 8000-level courses **only** on a space available basis.
- A minimum cumulative undergraduate GPA of 3.0 is required.
- Attach official undergraduate transcript.

If you hold a business related master's or doctoral degree, you may consider applying to Zicklin's Post-Master's Certificate Program or to a degree program (see Graduate Bulletin). Registration as a non-degree student is limited to 8000-level courses.

DEADLINE: This application must be received along with supporting material by the corresponding semester deadline.

Mail to:
 Baruch College, Office of the Registrar
 One Bernard Baruch Way, Box H-0850
 New York, N.Y. 10010

In-Person:
 Office of the Registrar
 151 East 25 Street,
 Room 850
 New York, New York 10010
 Tel: (646) 312-1150

If you have question about the application process contact the Zicklin School of Business, Graduate Academic Services Office, Room 13-221 in the Vertical Campus (Lexington Avenue and 24th St.)
 Telephone: (646) 312-3140; Fax: (646) 312 3141, email: Zicklin_graduate_advisement@baruch.cuny.edu.

Social Security number: _____ Date of Birth: _____

Mr. Ms. _____
LAST FIRST MI

Street Address: _____ Apt. No.: _____

City: _____ State: _____ Zip: _____

Length of time at the above address _____
Years/Months

Length of time in NYC _____ in NYS _____
Years/Months Years/Months

Telephone: Day – (_____) _____ Evening – (_____) _____

Email Address: _____

List courses you wish to take by discipline (e.g. ECO) and number (e.g. 8000) :

Please list your home college:

Name of College: _____ Dates Attended: _____

Are you a U.S. Citizen? YES NO

If no, state the Country of Birth: _____ Country of Citizenship _____

Immigration Status:

U.S. Permanent Resident: _____
Alien Registration Card# Date Issued Expiration Date

Other: _____
Please Specify Type of Visa

Note: Now U.S. Citizens filing for New York State Tuition rates must document eligibility in the form of a permanent resident card. If you have questions about eligibility, contact the residency specialist at (646) 312-1179.

New York State Law requires all college students to document their immunization. **Students who fail to provide such documentation may not register for classes.**

Acceptance of this application **does not** guarantee course availability. To return to Baruch in a subsequent semester, I understand that, as a graduate student, I must maintain a 3.0 Cumulative Average in all courses. I authorize release of my transcript to my home institution.

I hereby certify that the statements on this application and all the supporting documents are true. I realize that fraudulent information may affect my status at Baruch College.

Signature

Date