



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK

OFFICE OF ADMISSIONS
300 JAY STREET, BROOKLYN, NY 11201-1909
(718) 260-5500 ♦ FAX: (718) 260-5504 ♦ ROOM NG17

APPLICATION INSTRUCTIONS FOR NON-DEGREE STUDENTS

Applicants should complete the attached application and return it to the Office of Admissions, Namm G17, New York College of Technology, 300 Jay Street, Brooklyn, NY 11201.

\$65.00 application-processing fee is required. The application fee is **NON-REFUNDABLE**.
(Money order only)

Students who do not intend to qualify for a degree but wish to take credit-bearing courses may apply for non-degree status. Students visiting from non-CUNY colleges must apply as non-degree students. Students applying for this status must submit an original high school diploma or General Education Diploma (G.E.D.) with scores and proof of CUNY certification in reading, writing and mathematics. Those students who have attended a CUNY college must submit an unofficial transcript (student copy) of all colleges' attended or original baccalaureate degree; students must be in good academic standing.

Students visiting from non-CUNY colleges:

Students on permit or visiting from non-CUNY colleges (State University, private or out-of-state) must also provide the Office of Admissions with written permission from their school (registrar or dean) on official school letterhead to take courses at City Tech. The letter or form must state that the student is currently enrolled and is in good academic standing at his/her institution. It should also list the courses desired. Complete the application form and attach the permission letter/form along with the unofficial transcript (student copy) to the application.

NON-DEGREE STATUS IS GOOD FOR ONE SEMESTER ONLY. It is intended for personal enrichment and should not be used to circumvent the formal admissions requirements of the college.
Non-degree students are not eligible for financial aid.

Non-U.S. citizens: Students who are not U.S. citizens may be required to provide proof of immigration status and/or proof of NYS residency in order to be considered for New York State resident tuition rates. This also applies to students attending out-of-state colleges.

*** Acceptance into the college does not guarantee that course(s) you desire will be available. The Non-Degree form can be downloaded from our website, but you must bring in the application with your credentials to the Admissions Office.

For further information or assistance, call (718) 260-5500.
Application deadline:

Summer I _____

Summer II _____

Summer III _____

Summer IV _____