



Graduate Application for Non-Degree Admission

Mail the completed application to:

Lehman College
Office of Graduate Admissions
Shuster Hall, Room 150
250 Bedford Park Blvd. West
Bronx, New York 10468

Phone: 718-960-8777
Fax: 718-960-5860
Email: graduate.admissions@lehman.cuny.edu
Web: www.lehman.edu

OFFICE USE ONLY

- Paid Date
- Processed Date

Applying for (check only one): For Term: Fall Spring

Program Advisor's Signature: _____

For Year: 2011 2012 2013

PERSONAL INFORMATION

(Please type or print clearly; photocopy for your records before sending)

Social Security Number Date of Birth Gender: Male Female Alternate

Salutations: Mr. Ms. Dr. Alternate: _____

Last Name First Name Middle Name Preferred Name

Previous Name Name on Supporting Documents if Different

Address Apartment City State Zip Country

Email Mobile Telephone Mailing Address Telephone Work Telephone

Please indicate your preferred contact: Mobile Telephone Mailing Address Telephone Work Telephone

Length of time in New York State: Years Months Length of time in NYC: Years Months

Length of time at Current Address: Years Months

CITIZENSHIP

Are you a US Citizen? Yes No Country of Citizenship: _____

Are you a US Permanent Resident? Yes No Alien Registration (I-551) card number: _____

OTHER: specify visa type _____

Proof of immigrant or naturalized citizenship status must be shown in the Office of Graduate Admissions when submitting the application for matriculation. Copies of official documents are not accepted.

Important Notice for ALL STUDENTS: To be eligible for New York State resident tuition rates, you must prove that you have been a New York State resident for 12 months prior to the date of your enrollment and that you are either a U.S. citizen or permanent resident or that you possess an eligible non-immigrant status. This information will be used to determine eligibility for the New York State resident rate. **Failure to answer these questions will require you to complete the City University Residency Form.**

PERSONAL INFORMATION

(Please type or print clearly; photocopy for your records before sending)

Have you been a New York State resident for the past 12 months? Yes No; If yes, please provide the month and year New York State residency began. _____
mm/yyyy

Did you file a New York State resident income tax return during the past twelve months? Yes No

Did you file a Federal Income Tax Return during the past twelve months? Yes No

Is a language other than English spoken at home? Yes No

COUNTRY WITH WHICH YOU MOST IDENTIFY

LANGUAGE WHICH YOU ARE MOST COMFORTABLE SPEAKING

Check one in each column

Where were you and your parents born?	SELF	MOTHER	FATHER
United States: excluding Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside of the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACADEMIC INFORMATION

Undergraduate Education: Institution from which you earned your Bachelor's Degree

Name of Institution	Location: (city, state, country)	Period of Attendance: from (mm/yyyy) to (mm/yyyy)	Major	Degree: (BA or BS)	Date Conferred

ETHNIC INFORMATION (optional):

The information below is collected to meet research and federal reporting requirements. It is confidential and will not be released except in the form of statistical summaries in which individuals are not identified. This information has no bearing on either admissions or academic decisions.

ETHNICITY

- American Indian or Native Alaskan
- Asian
- African American or Black, Non-Hispanic
- Hispanic
- Native Hawaiian or Pacific Islander
- Puerto Rican
- White, Non-Hispanic
- Other: _____
- I choose not to answer

NON-DEGREE CONTRACT:

(Applications must be signed and dated in order to be valid)

As a non-degree student, you must abide by the policies set forth in the Lehman College Graduate Bulletin. It is important for you to review and understand the policies listed below.

- Non-degree students are not eligible for a degree from Lehman College.
- Acceptance to the college as a non-degree student does not guarantee future admission to a graduate program at Lehman College.
- If you apply and are subsequently admitted to a degree program, you may count a maximum of 12 credits earned as a non-degree student toward your degree program, pending your graduate advisor's approval.
- The application **fee of \$125.00** cannot be waived or refunded.
- **Financial Aid (including loans) is not available for non-degree students.**
- Enclose a copy of your undergraduate transcript(s) indicating that you've earned a BA/BS degree. Lehman requires a minimum **2.70 cumulative undergraduate grade point average** (higher in some departments).
- Lehman students whose cumulative index falls below 3.0 will be placed on academic probation and given one-semester to bring their average to 3.0. Students whose cumulative index remains below 3.0 at the end of the probationary semester will be officially dismissed from the college.
- **Foreign transcripts** must be translated and evaluated by a Foreign Transcript Evaluation Agency such as AACRAO (American Association of Collegiate Registrars and Admissions Officers), ECE (Educational Credential Evaluators), and WES (World Education Services). These and Other agencies can be found at www.naces.org/members.htm.
- TOEFL (Test of English as a Foreign Language) is required by students educated in non-English speaking areas. The TOEFL should not be more than 2 years old. Required scores vary by program (minimum being 500). You have one semester in which to satisfy this requirement.
- All applications and supporting documents received by Lehman College become the property of Lehman College and cannot be photocopied, returned or sent elsewhere.
- Acceptance to the college as a non-degree student does not guarantee enrollment in a course.
- As a non-degree student, you may enroll in any course contingent upon approval of a graduate advisor and the availability of space in the course.
- The statements made in this application are true and complete and will be treated confidentially for institutional purposes only.
- Any omissions or misstatement in the application, however discovered may result in the voiding of my admission or registration and the receipt of no credit from Lehman College.
- ***Before you register, you must consult your program advisor (refer to program advisor list) to have your courses approved.***
- Registration procedures and schedules for online registration are published on the Lehman College web site at <http://www.lehman.cuny.edu/registrar/calendars.php>.
- If you were born on or after January 1, 1957, you must submit immunization records showing two vaccinations for measles, and one vaccination each for mumps and rubella to the Student Health Center, T3 Building, Room 118 prior to registration.

I have read the conditions of admission for non-degree students and understand the above requirements and policies.

SIGNATURE

DATE