VISITING STUDENT CHECKLIST AND APPLICATION

We are glad that you are planning to take courses at Lehman College. If you are currently enrolled at another college or university, this is the application process to complete! If you are not currently enrolled at another college or university, you would need to apply as a “non-degree student.” Click here for that application and instructions.

_____ Compile the information needed to apply as a Visiting Student:
   _____ Completed Application for Visiting College Students (pages 2-3 of this PDF)
   _____ Copy of your unofficial transcript

_____ The following requirement is waived for students who are only taking online courses or who are registering for fewer than 6 in-person or hybrid credits in a semester: Complete Part 1 of the Medical Requirements form (page 4 of this PDF) and provide acceptable documentation of your immunization history. If you can provide a printout of your immunization history, your doctor does not need to complete Part 2 of the form. Additional information regarding this requirement can be found at: http://www.lehman.edu/student-health-center/immunization-requirements.php.

_____ Submit all application materials as attachments to visiting.students@lehman.cuny.edu or via the virtual filedrop, which can only be accessed by Lehman staff.

_____ The non-refundable application fee ($65 for New Undergraduate Students, $75 for New Graduate Students, and $20 for Returning Visiting Students) will be billed to your account when your application has been processed. It can be paid online with the rest of your tuition and fees. Once your application is processed this fee is due, even if you eventually do not take courses at Lehman as a visiting student.

Once received, complete applications are processed, and students are registered for courses within approximately 2-4 business days (please note that visiting student registration usually begins during the second week of the registration period). The Office for Special Academic Sessions will obtain necessary approvals for courses that have prerequisites and will contact applicants if there are any issues.

Once the application has been processed, visiting students will receive an email from the Office for Special Academic Sessions confirming their registration status and providing useful information regarding accessing CUNYfirst, payment options, claiming a Lehman College email account, etc.

Please email visiting.students@lehman.cuny.edu with any questions.
APPLICATION FOR VISITING COLLEGE STUDENTS

For NON-CUNY only. If you attend another CUNY college, follow the CUNY permit procedures to attend Lehman.

COMPLETE AND RETURN THIS FORM TO LEHMAN COLLEGE

Applications can be submitted via email: visiting.students@lehman.cuny.edu or the virtual file drop.

APPLICATION FEE: $65 for new undergraduate visiting students, $20 for returning visiting students. $75 for new graduate visiting students.

PLEASE CHECK APPROPRIATE BOX: ☐ UNDERGRADUATE ☐ GRADUATE ☐ RETURNING

Last Name: ___________________ First Name: ___________________ Any Prior Name ___________ Gender: ______

Mailing Address __________________________________________________________ Apt. No. ____________

City/State/Zip ___________________________________________ Country (if non-USA) ____________________

Social Security No. __________________ Date of Birth _____________ Country of Birth __________________

Telephone Number (with area code) ___________________ Email ____________________

(Please provide CURRENT telephone & email information so you may be contacted when your application is received)

I am applying for (please check and add the year): ☐ Fall 202__ ☐ Winter 202__ ☐ Spring 202__ ☐ Summer 202__

☐ I am a student currently enrolled at ________________________________ College/University.

AND ☐ I am submitting a student copy of my (home) college transcript.

I would like to take the following course(s). List next to each course how you satisfied any prerequisite for the course:

(Please note: Visiting Students are not eligible to enroll in PSY 305: Experimental Psychology I)

Course #:Title ___________________________ 4-5 digit code: ______ Prerequisite taken? ______________

Course #:Title ___________________________ 4-5 digit code: ______ Prerequisite taken? ______________

Course #:Title ___________________________ 4-5 digit code: ______ Prerequisite taken? ______________

Course #:Title ___________________________ 4-5 digit code: ______ Prerequisite taken? ______________

How did you hear about Lehman? ________________________________

Note: Lehman College 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. The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about a student’s criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

(Over)
Proof of immigrant or naturalized citizenship status must be emailed to the Office for Special Academic Sessions upon request. Official documents may be required.

**Important Note 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 and that you are either a U.S. citizen or permanent resident or that you possess an eligible non-immigrant status. The information requested will be used to determine if you qualify for the New York State resident rate. **Failure to answer these questions will require you to complete the City University Residency Form.**

<table>
<thead>
<tr>
<th>Where were you and each of your parents born?</th>
<th>Self</th>
<th>Mother</th>
<th>Father</th>
</tr>
</thead>
<tbody>
<tr>
<td>Born in the United States, excluding Puerto Rico or U.S. Territories</td>
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</tr>
<tr>
<td>Born in Puerto Rico or U.S. Territories</td>
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</tr>
<tr>
<td>Born outside of the United States</td>
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</tr>
</tbody>
</table>

With which Country you most identify: _________________________________

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

With which language are you most comfortable? _________________________________

Have you been a New York State resident for the past 12 months? ☐ Yes ☐ No

If yes, please give the month and year New York State residency began: _________________________________

Did you file a New York City/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

**List below all your addresses during the past five years, starting from your current address and working backwards:** (Attach a separate sheet of paper if necessary).

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>COMPLETE ADDRESS:</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
<td>Year</td>
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</table>

City                               State                Zip Code

Date: ___________________________   Signature: ___________________________

I certify that the information I have given on this application is accurate and complete and will be treated confidentially for institutional purposes only. **I understand that the application fee is non-refundable.** I understand that non-matriculated (non-degree) students, including non-CUNY visiting students, are not eligible for financial aid at Lehman College.
MEDICAL REQUIREMENTS
Completion of the Meningitis Response Section (Part 1) and
MMR Immunization Records (Part 2) are required before registration.*

Name: ___________________________    EMPLID#: ___________________________
Complete Address: ______________________________________________________________________
Phone: (____) ________________________                               DOB: _____________________________

Part 1 - TO BE COMPLETED AND SIGNED BY STUDENT
(OR PARENT/GUARDIAN FOR STUDENT UNDER THE AGE OF 18)
MENINGOCOCCAL MENINGITIS.
CHECK ONE (1) BOX ONLY

□ I have read, (see reverse side) or have had explained to me, the information regarding meningococcal meningitis.
I have been vaccinated within 5 years. The vaccine record is attached.

OR

□ I have read, (see reverse side) or have had explained to me, the information regarding meningococcal meningitis.
I understand the risks of not receiving the vaccine. I have decided that I (my child) will not obtain
immunization against meningococcal meningitis. * Meningitis Vaccine is not available at the health center.

Signed: ___________________________              Date: ___________________________

Part 2 - TO BE COMPLETED, SIGNED, AND STAMPED BY YOUR HEALTH CARE PROVIDER
OR Submit proof of immunizations (see reverse side for details)*
M.M.R. (Measles, Mumps, Rubella) (Two doses given after 1/1/1973)
1. Dose 1 given at age 12 months or later…………………………………….. Date: ___/___/____
2. Second dose given 28 days later & after 15 months of age……………. Date: ___/___/____
   OR
3. Copy of Laboratory Report proving immunity must be submitted. (MMR Titer)
   OR

Single immunizations (two measles, one mumps or one rubella (must have been given between 1-1-68 and 12-31-72).

Measles 1 Date ___/___/____    Measles 2 Date: ___/___/____
Mumps Date ___/___/____    Rubella Date: ___/___/____

I certify that the above-named student has received the above immunizations, or I have enclosed
laboratory results indicating immunity.
Physician signature AND stamp required _______________________________________________
Address: ___________________________________________________________________________
Date: ___/___/____   Phone#: (____) ______________ Stamp:_______________________________

Please return form to: Lehman College Student Health Center, Old Gym Bldg., Room B008
250 Bedford Park Blvd. West Bronx, NY 10468   -   Telephone: (718) 960-8900 - Fax: (718) 960-8909
Email: med.requirements@lehman.cuny.edu
**Medical Requirements**

*Meningitis and MMR Immunization Records are required before registration*

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**New York State Public Health Law 2167-Meningococcal Meningitis**

New York State Public Health Law 2167 took effect on August 15, 2003. It requires that all colleges inform their students about meningococcal meningitis and the meningitis vaccine. It further requires you to do the following:

Complete Part 1 on the reverse side of this form indicating that you have received information about meningitis and the meningitis vaccine and **EITHER:**

Have been vaccinated against meningitis **within the last 5 years** (must supply documentation).

**OR**

Have decided **not** to obtain the vaccination.

Meningitis is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. Symptoms can include high fever, severe headache, stiff neck, and rash. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputations, and even death.

Meningitis is spread through the air via respiratory secretions such as coughing, sneezing, kissing or sharing personal items like utensils, cigarettes and drinking glasses. Certain college students, particularly freshman living in dormitories or resident halls, have been found to have an increased risk for meningitis.

A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States —types A, C, Y and W-135. These types account for nearly two thirds of meningitis cases among college students. The vaccine, Menactra, is safe and effective and provides immunity for approximately 5 years. Meningitis vaccine is available at your primary care physician or visit www.istm.org for clinic listings.

To learn more about meningitis and the vaccine and other immunizations for college students, please feel free to contact our health center and/or consult your physician. You can also find information about meningitis at: www.health.state.ny.us, www.cdc.gov/ncidod/dbmd/diseaseinfo, or www.acha.org

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**New York State Public Health Law 2165-Measles, Mumps, Rubella**

If you were born **after December 31, 1956 and plan to take 6 or more credits**, you are required by state law to prove you are immune to Measles, Mumps, and Rubella in order to attend college. Acceptable proof of immunity includes: your immunization card from childhood, immunization records from high school or colleges you attended, a print-out from the City- or State-wide Immunization Registry, or records from your doctor or clinic. If you do not have proof of immunizations, you must be re-immunized or have a blood test (MMR titer) to show your immunity to all three diseases (your lab report is required).

MMR vaccines are available at the Lehman College Student Health Center free of charge. Blood testing is also available but requires medical insurance. Medical waiver: Any student with a medical condition that prohibits vaccination may submit a doctor’s statement on letterhead for exemption. (Temporary medical conditions, such as pregnancy, require blood titer clearance) Religious exemption: Any student whose religious belief prohibits vaccination must complete the CUNY Religious Exemption form. Exempted students will not be permitted on campus during a communicable disease outbreak.

*You do not need proof of vaccinations if you were born on or before December 31, 1956. However, you must complete Part 1 of the Medical Requirements form concerning meningitis.*