



Important Information Regarding Graduate Visiting Student Applications

- All visiting student applications must be complete. Incomplete applications will not be processed.
- If you are submitting an unofficial transcript, please make sure that your name, the institution's name, your cumulative GPA, and your social security or student ID number are on the transcript. Transcripts must include your courses for the current semester. Documents missing this information will not be accepted.
- Good academic standing translates to a GPA of 3.0 or above. If your cumulative GPA is below a 3.0, you will not be admitted to Brooklyn College as a visiting student.
- **Submission of a visiting student application does not constitute registration. Once your application is processed, it is your responsibility to register and pay for your course(s).**
- **Registration for math courses requires obtaining permission from the Math Department.** Please contact the Math Department located in room 1156 Ingersoll Hall, 718-951-5246.
- **Please see the attached page for your payment due date. If payment is not posted to your account on or before the payment due date, your classes will be dropped for non-payment.**
- If you expect financial aid to cover all or part of your tuition, you will need to submit a consortium agreement from your home school to the Brooklyn College financial aid office located in room 1306 James Hall. Please contact your home school for further information.
- If you are admitted as a visiting student for the fall, winter, or spring semester and intend to register for **6 or more credits**, you will need to satisfy your immunization requirement. Please contact the Health Programs / Immunization Requirements office located in room 0710 James Hall, 718-951-4505. There are **no** immunization requirements for the summer.

How to Register at Brooklyn College

- Go to portal.brooklyn.edu
- Under **New Users**, click on **Create an Account** and follow the procedure to create a username and password
- Login to WebCentral
- Under **Shortcuts**, click on **WebSIMS**
- Enter your 6-digit pin number (date of birth) into the WebSIMS box and click on **Connect to WebSIMS**
- Once on WebSIMS, click on **Register/Change Program**
- Choose a semester then click **Submit**
- Enter the 4 digit course code, ex: 5678
- Click on **Add Class**
- After course(s) are added, click on **Submit Request**
- Click on **Complete Registration**
- Follow the prompts to check your payment balance or to pay your bill online

The Enrollment Services Center

Brooklyn College of The City University of New York
2900 Bedford Avenue • Brooklyn, New York 11210-2889 • Telephone (718) 758-8150 • Fax (718) 951-4285

Summer 2009 Payment Deadlines and Schedule of Financial Liability

| Summer 2009 Due Dates for Payment of Tuition and Cancellation Policy | |
|--|---------------------|
| Summer Session 2: | |
| Registered | Payment Due* |
| Through June 12 | June 19 |
| June 13 - July 3 | July 9 |
| After July 3 | Upon Registration |
| Failure to pay tuition and fees by the due date could result in the cancellation of your courses. | |
| *Note: Payment due dates are calculated from the date of your first registration transaction. A change of program (adding, dropping, or exchanging a class) does not change the original payment due date. | |

| Summer 2009 Schedule of Tuition Refund and Student Liability** | |
|--|-----------------------------|
| Summer Session 2: | |
| 0% Liability | Drop prior to July 13 |
| 50% Liability | Drop July 13-July 15 |
| 75% Liability | Drop July 16-July 20 |
| 100% Liability | Drop July 21 and thereafter |
| Failure to pay tuition and fees by the due date could result in the cancellation of your courses. | |
| **Note: You do not incur any financial liability if you drop a course prior to the College's scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes. | |

Please visit www.brooklyn.cuny.edu/billpay for tuition payment options.

Enrollment Services Center
 0100A Boylan Hall
 (718)758-8150

Fall 2009 Payment Deadlines and Schedule of Financial Liability

| Fall 2009 Due Dates for Payment of Tuition and Cancellation Policy | |
|--|-------------------------------|
| Registered | Payment Due* |
| May 5 - July 10 | July 23 |
| July 11 - 17 | July 30 |
| July 18 - 24 | August 6 |
| July 25 - 31 | August 13 |
| August 1 - 7 | August 18 |
| August 8 - 19 | August 20 |
| After August 19 | Immediately Upon Registration |
| Failure to pay tuition and fees by the due date could result in the cancellation of your courses. | |
| *Note: Payment due dates are calculated from the date of your first registration transaction. A change of program (adding, dropping, or exchanging a class) does not change the original payment due date. | |

| Fall 2009 Schedule of Tuition Refund and Student Liability** | |
|--|----------------------------------|
| 0% Liability | Drop prior to August 28 |
| 25% Liability | Drop August 28-September 3 |
| 50% Liability | Drop September 4-September 10 |
| 75% Liability | Drop September 11-September 17 |
| 100% Liability | Drop September 18 and thereafter |
| Failure to pay tuition and fees by the due date could result in the cancellation of your courses. | |
| **Note: You do not incur any financial liability if you drop a course prior to the College's scheduled first day of classes. There will be financial liability for courses dropped on or after the first day of classes. | |

Please visit www.brooklyn.cuny.edu/billpay for tuition payment options.

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Graduate Visiting Student Application

BROOKLYN COLLEGE—OFFICE OF THE REGISTRAR

This application form is to be used by graduate students who are currently enrolled at another University/College who wish to attend Brooklyn College as a non-degree student for ONE SEMESTER. New applications must be filed for each semester of attendance. Submit application to the Enrollment Services Center, room 0100A Boylan Hall.

FILING INSTRUCTIONS:

1. Submit an unofficial transcript from your current University/College to the appropriate academic department at Brooklyn College.
2. Obtain the signature or attach e-mail approval of the appropriate graduate deputy. For deputy contact information, please visit the following URL:
<http://dephome.brooklyn.cuny.edu/gradstudies/Graduate%20Division.htm>
3. Submit a completed application with the APPROVAL OF THE APPROPRIATE GRADUATE DEPUTY.
4. Submit a NON-REFUNDABLE APPLICATION PROCESSING FEE of \$50 made out to Brooklyn College.

Semester: FALL JANUARY SPRING SUMMER 1 SUMMER 2 YEAR _____

Social Security Number: _____ Date of Birth _____

First Name: _____ Last Name: _____ Sex: Male Female

E-Mail Address: _____

Address: _____
Street number Street Name Apartment number

_____ City State Zip Code

Telephone number: _____ Home Business/Cell

Length of time at the above address: _____

What University/College are you currently attending?

_____ Name of University/College

_____ City State Zip Code

COURSE CODE(S) TO BE TAKEN AT BROOKLYN COLLEGE:

| Section Code | Department | Course | Section | Credit |
|---|------------|--------|---------|--------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | _____ | _____ | _____ |

Signature of Applicant: _____ **Date:** _____

Signature of Graduate Deputy : _____ **Date:** _____

E-mail Approval is Attached: Yes No **Date:** _____