



Important Information Regarding Undergraduate 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. Transcript must include your courses for the current semester. Documents missing this information will not be accepted.
- Good academic standing translates to a GPA of 2.0 or above. If your cumulative GPA is below a 2.0, 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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Undergraduate Visiting Student Application

BROOKLYN COLLEGE—OFFICE OF THE REGISTRAR

This application form is to be used by undergraduate 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. Complete ALL the information below.
2. Submit a letter of GOOD ACADEMIC STANDING or an unofficial transcript from your current University/College.
3. 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:** _____