



**Office of Admissions**  
**NON-DEGREE APPLICATION**  
**Instructions**

(Applicants are advised to thoroughly read all instructions before completing this application)

**NON-DEGREE STUDENTS**

Non-degree applicants are those who wish to register for credit bearing courses but are not seeking a degree at Medgar Evers College. The criteria for non-degree admissions are as follows:

- Applicants with prior college attendance must submit a copy of their transcripts as proof of good academic standing
- All other applicants must submit proof of High School graduation transcript or GED diploma with scores.
- Proof of residency.

Applicants who have a bachelor's degree or higher may also apply as a non-degree candidate. However, such applicants must show proof of obtained degree. *Copy of a transcript with the indication of the date of graduation is acceptable.*

**All non-degree students (including Worker Education) with a maximum of fifteen (24) credits accumulated at Medgar Evers College; and a minimum Grade Point Average (GPA) of 2.0 and over, are required to apply for matriculation into a degree program.**

*\*\*\*Please note that non-degree students are not eligible for financial aid\*\*\**

**VISITING STUDENTS**

Visiting students are those students who are currently enrolled in a degree-bearing program at another institution but wish to take courses at MEC.

**STUDENTS FROM NON-CUNY COLLEGES:**

Non-CUNY visitors must submit written permission from their institution to take courses at Medgar Evers College. A new letter or permit must be submitted every semester.

1. A non-refundable application processing fee of \$65.00, in the form of a certified check or money order only  
**Personal checks are NOT accepted.**

Payment should be made out to Medgar Evers College.

2. Return completed application, money order, and all required documents to:

**Medgar Evers College**  
**Office of Admissions**  
**1637 Bedford Avenue, RM. S-120**  
**Brooklyn, NY 11225**

3. All non-degree applicants must fulfill CUNY and college-wide requirements in reading, writing, and mathematics, and must complete pre-requisite courses before enrolling in college level or advanced level courses. Permit students and Baccalaureate degree holders are exempt from taking the placement test.

Note: Applicants born after December 31, 1956 are required by New York State Law to submit proof of two immunizations for measles and one immunization each for mumps and rubella before attending classes. Proof of immunization is to be submitted to the Health Services Office, Room S-217.

**COMMENTS (For Official Use)**

**Medgar Evers College does not discriminate based on age, color, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, veteran's status, and or citizenship status.**



MEDGAR EVERS  
COLLEGE  
The City University of New York

## NON-DEGREE APPLICATION

*Winter 2024 Start Date: 09/23/2024 - End Date: 12/31/2024*  
*Spring 2025 Start Date: 09/23/2024 - End Date: 01/22/2025*

**Desired Start Date:**  Fall  Winter  Spring  Summer Year \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Any Prior Name(s): \_\_\_\_\_ Suffix (Jr., Sr.): \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Female:  Male:  Non-binary:  CUNY EMPLID: \_\_\_\_\_  
mm/dd/yyyy  
 If you do not have a Social Security Number check this box:  Social Security Number (required): \_\_\_\_\_  
 Home Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Apartment #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Length of time at above address:  Months  Years | Length of time in New York State:  Months  Years

**Citizenship Status:**

Are you a  U. S. Citizen  Permanent Resident  Student Visa  Other  
**Note:** All students on F-1 Visa must see the International Student Advisor.  
 Are you a Veteran of the United States Armed Services?  Yes  No **Note:** All veterans must provide their DD214.

**Ethnicity:** Indicate your race by selecting one or more options:

American Indian or Alaskan Native  Asian  Black or African American  
 Hispanic/Latino  Native Hawaiian or Other Pacific Islander  White

Previous dates of attendance at Medgar Evers College:

From: \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY

Do you hold a N.Y. State Registered License?

Yes  No

Did you earn a Degree/Certification from Medgar Evers College?

Yes  No

If yes, please identify: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
MM/DD/YYYY

Course: _____		
EMPID: _____		
<b>Residency Status</b>	<b>Enrollment Status</b>	
In State: <input type="checkbox"/>	Accepted: <input type="checkbox"/>	Taken By: _____
Out-of-State: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Date: _____
	Pending: <input type="checkbox"/>	

Please list your High School/GED and all post-secondary institutions you have attended. (Include College Now)

College/High School/GED Center	Dates of Attendance MM/YY to MM/YY	Credits/Degree Awarded or Type of Diploma	Location City/State

I hereby certify that all information given on this application is accurate and complete. I understand that all the information contained in this application will be treated confidentially and will be used for institutional purpose only. I realize that failure to provide complete and accurate information may affect my readmission. I understand that my application will not be processed until all the necessary documents are received by the Office of Admissions. **PLEASE CHECK YOUR EMAIL FOR ALL COMMUNICATION CONCERNING YOUR APPLICATION.**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_