

# NEW YORK UNIVERSITY

A private university in the public service  
School of Continuing and Professional Studies  
Office of Admissions  
145 Fourth Avenue, Room 219 • New York, NY 10003



PAUL MCGHEE DIVISION

## SCPS APPLICATION FOR SPECIAL STUDENT ADMISSION TO UNDERGRADUATE STUDY

### 1. PERSONAL INFORMATION

SEX:  M  F

LEGAL NAME: LAST (FAMILY) FIRST MIDDLE INITIAL

IF ANY NAMES WERE USED PREVIOUSLY, PLEASE INDICATE

SOCIAL SECURITY NUMBER

DATE OF BIRTH (MO/DAY/YR)

PLACE OF BIRTH

(City/State/Zip) – indicate country if not U.S.

PERMANENT HOME ADDRESS (NUMBER AND STREET) APT. # CITY/STATE/ZIP

MAILING ADDRESS (IF DIFFERENT) /NUMBER AND STREET APT. # CITY/STATE/ZIP

PERMANENT PHONE NUMBER

MAILING ADDRESS PHONE NUMBER

BUSINESS PHONE

FAX NUMBER

EMAIL: \_\_\_\_\_

### 2. CITIZENSHIP STATUS

U.S. Citizen

Permanent Resident with Alien Registration Number \_\_\_\_\_

Refugee

Other. If "Other," please indicate country of citizenship \_\_\_\_\_

If "Permanent Resident," "Refugee" or "Other" please indicate the date you entered the U.S. \_\_\_\_\_

If you are in the U.S. and are not a U.S. citizen, please indicate your present VISA status \_\_\_\_\_ Date VISA issued \_\_\_\_\_

HOW WOULD YOU DESCRIBE YOURSELF? (OPTIONAL)

African-American (non-Hispanic)

African-American/Latino

American Indian or Alaskan native

Japanese

Other Asian/Pacific Islander

Biracial/Multiracial

Other Latino

Caucasian, white (non-Latino)

Korean

Puerto Rican

Other (\_\_\_\_\_)

Chinese

Asian Indian

Chicano

### 3. FILING STATUS

I wish to enroll for:  Fall \_\_\_\_\_ year  Spring \_\_\_\_\_ year  Summer \_\_\_\_\_ year

I am applying as a:  Post Baccalaureate  Degree Completion  Visiting Student  Non-Matriculant Student

**4. EDUCATIONAL INFORMATION**

LAST HIGH SCHOOL ATTENDED:

SCHOOL NAME _____		DATES OF ATTENDANCE	
		FROM (MONTH/YEAR) _____	TO (MONTH/YEAR) _____
NUMBER AND STREET _____		GRADUATION DATE _____	
CITY _____	STATE _____	ZIP CODE _____	
GED SCORES _____	GED TEST DATE _____		

**5. COLLEGES**

Please list all colleges you have attended, whether or not the courses taken were for credit. (List the most recent institutions first.)

NAME OF COLLEGE	LOCATION (CITY, STATE)	DATES ATTENDED MO/YR TO MO/YR	CREDIT OR NON CREDIT	DIPLOMA DEGREE RECEIVED	OR	REASON FOR LEAVING
1. _____	_____	TO _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____

6. If you previously applied to any school of New York University, please complete the following:

A) TO WHICH DIVISION DID YOU PREVIOUSLY APPLY? _____	B) WHICH SEMESTER DID YOU APPLY? _____
C) WERE YOU ACCEPTED? YES <input type="checkbox"/> NO <input type="checkbox"/>	D) DID YOU ATTEND? YES <input type="checkbox"/> NO <input type="checkbox"/>
E) IF YOU ATTENDED, GIVE THE DATES: _____/_____/_____ FROM (MONTH/YEAR) TO (MONTH/YEAR)	

**7. INTENDED COURSES**

Please list the course(s) you intend to take at New York University. Special students may only register for courses in the Paul McGhee Division. Students are not allowed to register for courses outside of the SCPS Division. (Please refer to the Undergraduate Degree Program for Adults, New York University Bulletin 2003-2004 for course and prerequisite information.)

Course Number	Course Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8. SIGNATURE**

I certify that I have read and understood all instructions accompanying this application and have answered all questions truthfully and to the best of my knowledge. I understand that any misrepresentation or omission may be cause for denying admission or permission to register at any time. I understand that this application all materials received in support of it become the property of New York University and will not be duplicated or returned to me for any reason. Furthermore, I understand that New York University reserves the right to deny admission or permission to register or require the withdrawal of any student at any time for any reason it considers sufficient, including scholarship, character, and personal conduct. I understand that this application may be superseded and that the University reserves the right to alter requirements or change deadlines.

_____	_____
Signature	Date

---

# NEW YORK UNIVERSITY

*A private university in the public service*



School of Continuing and Professional Studies  
Office of Admissions  
145 Fourth Avenue, Room 219 • New York, NY 10003

---

## INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR SPECIAL STUDENT OR NON-MATRICULANT ADMISSION

---

### GENERAL INFORMATION

**This Application for Special Student Admission should be completed by applicants wishing to register for Paul McGhee Undergraduate courses as a special student or non-matriculant student only.**

**Mail your completed application, and application fee, to:**

New York University  
School of Continuing and Professional Studies  
Office of Admissions  
145 Fourth Avenue, Room 219  
New York, NY 10003

---

### APPLICATION FEE

The application fee of \$30.00 must accompany all applications. The application fee covers processing costs and is nonrefundable. Make check or money order payable to New York University. Please do not send cash under any circumstances.

---

### FILING STATUS

Students may apply as one of the following classifications:

#### **Post Baccalaureate Studies**

Applicants who already possess baccalaureate degrees. Students are limited to 24 credits. Required credentials for admission: official copies of all post-secondary schools, photocopy of undergraduate degree, or final transcript indicating graduation date. Required for advisement: official or student copies of college transcripts, prerequisites are required.

#### **Degree Completion**

Applicants who need 30 or fewer credits to complete a degree at another institution. Students are limited to 30 credits. Required credentials for admission: official transcripts or letter with Registrar's seal indicating good standing, and intent to complete degree at New York University. Required for advisement: official or student copies of college transcripts.

#### **Visiting Student**

Applicants in good standing at another institution who have permission to take courses at New York University. Students are limited to 30 credits. Required credentials for admission: official transcript or letter with Registrar's seal indicating good standing at another institution. Required for advisement: official or student copies of college transcripts.

#### **Non-Matriculant Student**

All other applicants. Students are limited to 12 credits. Required for advisement: official or student copies of college transcripts.

TUITION	<p><i>Tuition:</i></p> <p>Each course in the School of Continuing and Professional Studies Program are 3 credit courses. Tuition for 2003-2004 is \$1,038 per credit, not including fees. Tuition and fees are subject to change without notice.</p>												
DEADLINES	<p><i>Deadlines:</i></p> <p>Post Baccalaureate Studies:</p> <table data-bbox="256 318 568 414"> <tr> <td>Summer</td> <td>May 1</td> </tr> <tr> <td>Fall</td> <td>August 15</td> </tr> <tr> <td>Spring</td> <td>January 1</td> </tr> </table> <p>All Other Programs:</p> <table data-bbox="256 482 596 574"> <tr> <td>Summer</td> <td>May 15</td> </tr> <tr> <td>Fall</td> <td>September 1</td> </tr> <tr> <td>Spring</td> <td>January 1</td> </tr> </table>	Summer	May 1	Fall	August 15	Spring	January 1	Summer	May 15	Fall	September 1	Spring	January 1
Summer	May 1												
Fall	August 15												
Spring	January 1												
Summer	May 15												
Fall	September 1												
Spring	January 1												
HOUSING	<p><i>Housing:</i></p> <p>There is no housing available for special student or non-matriculant status.</p>												
FINANCIAL AID	<p><i>Financial aid:</i></p> <p>There is no financial aid available for Special Students, and/or Non-Matriculant Students.</p>												
PLACEMENT EXAM	<p><i>Placement Exam:</i></p> <p>Students who are interested in taking math classes are required to take the Math placement test before registering for courses. To obtain the testing schedule call the Center for Career and Life Planning at 212-992-9060. Post Baccalaureate students are exempt.</p>												
INTERNATIONAL STUDENT ADMISSION	<p><i>International Students:</i></p> <p>Non-Residents are not eligible for the I-20 status as a Special and/or Non-Matriculant Student.</p>												
HEALTH REQUIREMENTS	<p><i>Immunization:</i></p> <p>New York State law requires students attending all colleges and universities within the state to have immunity against Measles, Mumps, and Rubella (German Measles). The law applies to all students born after Dec. 31, 1956 and who enroll for six or more credits at NYU. All students registered for 6 or more credits are required to fill out a Meningococcal Meningitis Response Form. Students should contact the University Health Services for additional information. Students who fail to submit this information during their first semester of study will not be permitted to register for courses in the future.</p>												
TRANSFER ADMISSION	<p><i>Matriculation to the Paul McGhee Division:</i></p> <p>A Special Student, who subsequently decides to apply for admission to the Paul McGhee division as a matriculated student, must file an application, submit official high school and college transcripts, and take all required tests by the posted deadline. An admission decision will be made only after all of the required documents have been received and the students' final grades for the semester have been reported. You will be notified by mail of the admission decision. If you are admitted, you will receive information about registration and advisement.</p>												