VISITING/NON-DEGREE STUDENT
REGISTRATION INSTRUCTIONS

Qualified individuals may receive permission to register for NYU Tandon School of Engineering graduate courses as either a visiting or a non-degree student without submitting a formal application. Visiting students enrolled in a graduate program at another university who wish to take classes at the NYU Tandon School of Engineering must submit an official letter from their school's Registrar's office, indicating that they are currently enrolled and in good academic standing. The letter should be dated and include the semester for which permission to register at the NYU Tandon School of Engineering is being granted. Applicants who are not enrolled in a graduate program elsewhere are required to submit a transcript which indicates completion of a bachelor's degree with a minimum GPA of 3.0.

Academic advisers and the Office of Graduate Academics may require additional documentation as necessary. All applicants must have a photo ID in order to submit the Visiting/Non-Degree Student Registration Form and obtain the required approval signatures.

An applicant approved for registration as a visiting or non-degree student may take no more than 6 credits per semester, and a maximum of 9 credits total, at the NYU Tandon School of Engineering. Students wishing to continue studies after 9 credits must submit a formal application for admission, and admission is never guaranteed.

Please note that individuals who have previously applied and been denied admission to any NYU Tandon School of Engineering program will NOT be permitted to begin or continue to take courses as a visiting or non-degree student.

VISITING/NON-DEGREE STUDENT
REGISTRATION INSTRUCTIONS

IF YOU ARE INTERESTED IN TAKING COURSES AS A VISITING/NON-DEGREE STUDENT, THE PROCEDURE IS AS FOLLOWS:

1   **Fill out a Visiting/Non-Degree Student Registration form**, which can be found online at: **engineering.nyu.edu/admissions/graduate/visiting-student-application.** Please make sure to complete all required fields, including any prior attendance.

2   Locate the appropriate **academic adviser**, based on the course(s) you wish to take, from the list included with the registration form.

3   **Obtain your adviser's signature**. If you plan to take courses offered by different departments, you will need to obtain signatures from both departments. You may have the form signed in person, or you may send a signed and scanned copy of your registration form, in addition to a scanned copy of your undergraduate transcript(s), to the academic adviser and request a signature. Your adviser would then return the form to you via email.

4   **If you do not receive a response** from an adviser within 2 working days of emailing your form for a signature, please contact Ms. Racquel Cooper, Senior Director of Graduate Academics, at **SOEGradAcademics@nyu.edu.** You must include a scanned copy of your registration form in the email to Ms. Cooper.

5   Obtain a signature of approval from the **Office of Graduate Academics** at **SOEGradAcademics@nyu.edu.**

6   Once you have obtained the required signatures from both the Academic Department and the Office of Graduate Academics, please **return the completed form to the Office of Graduate Enrollment Management and Admissions**, located in the Wunsch Building. If your form requires signatures from two different departments and you have only obtained one, you may still submit your registration form to the Office of Graduate Enrollment Management and Admissions while the other signature is pending. If you are unable to submit the form in person, you may email the form to **engineering.gradinfo@nyu.edu.**

7   Once your completed form(s) are submitted to the Office of Graduate Enrollment and Admissions, your student ID will be created, and you will be able to register for your chosen course(s) within 48 hours. You will receive an e-mail from the Graduate Enrollment and Admissions Office when your application has been processed and you are able to register. Registration instructions will be included in the e-mail. Unfortunately, the NYU Tandon School of Engineering cannot guarantee that courses will remain open during this processing time. In the event that a class closes before you are registered, you may either select another course, or contact the Academic Advisor to determine if you can be granted permission to enroll in the course.

8   You will also receive an email, sent to the personal email address you provided on your registration form, with your **login information for the Albert Student Center** (where you can access class schedules, grades, billing information, transcripts, etc.) and for **NYU Classes** (the university's learning management system, used by many instructors for course notes, assignments, exams, etc.).

VISITING/NON-DEGREE STUDENT
REGISTRATION INSTRUCTIONS

PLEASE NOTE:

Visiting/Non-degree students are not issued University email addresses, so it is important that the personal email address you provide is accurate and kept up-to-date. If your email changes, you must immediately inform the **Office of Graduate Enrollment and Admissions** at **engineering.gradinfo@nyu.edu**.

It is also important to ensure that you can log in to both **Albert** and **NYU Classes**, as you might need to access both systems during the course of the semester. Upon receiving your login information, please go online to make sure your login information works and to change your password(s). Should you have any difficulty with logging in, please contact the IT Service Desk at **AskITS@nyu.edu**, or call **(212) 998-3333** during normal business hours. You may also contact the IT Service Desk if you have forgotten your password and need it reset.

As a visiting/non-degree student you are subject to all graduate policies at the NYU Tandon School of Engineering, including academic performance policies, add/drop and withdraw deadlines and tuition payment deadlines. You may familiarize yourself with these policies on our website at **engineering.nyu.edu** and **bulletin.engineering.nyu.edu**.

We hope you have an enjoyable experience at the NYU Tandon School of Engineering and we look forward to meeting you!

NYU | TANDON SCHOOL OF ENGINEERING

VISITING/NON-DEGREE STUDENT REGISTRATION FORM

APPLICANT INFORMATION

Last Name   **First Name**   **Middle Name**

Address

City   **State**   **Zip**

Country

Email Address

Home Phone Number   **Cell Phone Number**

Gender: Male   Female

Social Security Number   **Date of Birth**

                                  MM   DD   YYYY

CITIZENSHIP

US Citizen

US Permanent Resident (Green Card Holder)

Not a US Citizen/US Permanent Resident

If you are not a US citizen, what is your country of citizenship?

ETHNICITY AND RACE

Providing the information below is voluntary and will not be used in a discriminatory manner. These questions comply with the U.S. Department of Education's standards for ethnic and racial data collection.

Ethnicity

Are you Hispanic or Latino?   Yes   No

Race

Please select one or more that apply.

American Indian or Alaska Native   Asian   White   Black or African American

Native Hawaiian/Other Pacific Islander   White   Other

ACADEMIC INFORMATION

Applicant Type

Non-Degree Student

Visiting Student (currently enrolled in a Graduate program elsewhere)

Have you previously attended the NYU Tandon School of Engineering?   Yes   No

If yes, ID#   or   University ID#

Have you previously applied to a graduate program at the NYU Tandon School of Engineering?

Yes   No

Intended entrance term   Spring   20

Summer   20

Fall   20

Desired coursework

Please indicate courses in order of preference. For a list of available courses, please visit:

bulletin.engineering.nyu.edu

Course Number	Section Number	Course Name	Credits	Online
1.				
2.				

EDUCATIONAL BACKGROUND

Name of College/University Where Undergraduate Degree Conferred

City   State

From: Month   Year

To: Month   Year

Major   Cumulative GPA

Graduation Date (or Expected Graduation Date)
Month   Year

Name of College/University (Graduate or Undergraduate)

City   State

From: Month   Year

To: Month   Year

Major   Cumulative GPA

Graduation Date (or Expected Graduation Date)
Month   Year

PREVIOUS DISMISSAL OR SUSPENSION

Have you ever been disciplined for misconduct, suspended, expelled or required to withdraw from any secondary or post-secondary educational institution?   No   Yes If yes, please explain:

NOTICE OF FINANCIAL RESPONSIBILITIES

I hereby accept the financial responsibility for payment of all charges in connection with the above registration, as well as responsibility for acquainting myself with the registration, withdrawal and refund policies and procedures currently in effect.

Full Name   Date   MM/DD/YYYY

Mode of Payment (select all that apply):

   Cash, Check or Money Order   NYU Employee Tuition Remission
   Third Party/Employer Sponsor:

Your Signature

I, the undersigned, do hereby request enrollment at the NYU Tandon School of Engineering. I agree to abide by all the rules and regulations of the university, including those set forth in the University bulletins. All information contained herein is, to the best of my knowledge, true and complete. (Any omission or falsification of records is grounds for dismissal.) I understand that enrollment as a special student does not grant or imply admission to a degree program at the NYU Tandon School of Engineering.

Full Name   Date   MM/DD/YYYY

PLEASE BE AWARE

Visiting/Non-degree students at the NYU Tandon School of Engineering may enroll in a maximum of 6 academic credits per term, and may complete no more than 9 credits total as a visiting student. Please allow at least 2 business days for the processing of your visiting student enrollment form.

NYU | **TANDON SCHOOL OF ENGINEERING**

FOR OFFICIAL USE ONLY

NOTE TO FACULTY ADVISERS: Please include permission number if required for enrollment.

Comments

Signatures

Faculty Adviser—Course 1   Permission Number (if required)   Date   MM/DD/YYYY

Faculty Adviser—Course 2   Permission Number (if required)   Date   MM/DD/YYYY

Graduate Academics Office   Date   MM/DD/YYYY

NYU TANDON SCHOOL OF ENGINEERING
GRADUATE ACADEMIC ADVISERS

PROGRAM	DEPARTMENT	DIRECTOR / ADVISER	ROOM	TELEPHONE	EMAIL ADDRESS
Applied Physics (MS)	AP	Lorcan Folan	RH 300B	646-997-3072	folan@nyu.edu
Bioinformatics (MS)	CSE	Mgavi Brathwaite	RH 712	646-997-3950	m.brathwaite@nyu.edu
Biomedical Engineering (MS) (PhD)	BME	Mary K. Cowman Xiao Ma Rajshree Hillstrom	433 First Avenue Room 910 JB 256 B JB 256 C	212-992-5971 646-997-3575 646-997-3532	mary.cowman@nyu.edu xm8@nyu.edu rh147@nyu.edu
Biotechnology (MS)	CBE	Evgeny Vulfson	RH 612	646-997-3096	ev494@nyu.edu
Biotechnology and Entrepreneurship (MS)	CBE	Evgeny Vulfson	RH 612	646-997-3096	ev494@nyu.edu
Chemical Engineering (MS)	CBE	Jin Kim Jovan Mijovic	6MTech Room 816B 6MTech Room 638	646-997-3719 646.997.3097	jin.kim@nyu.edu jovan.mijovic@nyu.edu
Chemical Engineering (PhD)	CBE	André Taylor	JB 256C	646-997-3545	adt4@nyu.edu
Chemistry (MS)	CBE	Iwao Teraoka	RH 739B	646-997-3466	teraoka@nyu.edu
Civil Engineering (MS) (PhD)	CUE	Mohsen Hossein	15MTech, 6th fl. 6W-39	646-997-3766	mhossein@nyu.edu
Computer Engineering (MS)	ECE	Ramesh Karri Xiao-Kang Chen	LC 266D 10-019 2MTech	646-997-3596 646-997-3056	rkarri@nyu.edu xkchen@nyu.edu
Computer Science (MS)	CSE	Kayla Huang	370 Jay Street Room 830	646-997-4082	cscgradadvising@nyu.edu
Computer Science (PhD)	CSE	Enrico Bertini	10-082 2MTech	646-997-3731	enrico.bertini@nyu.edu
Construction Management (MS)	CUE	Fletcher Griffis Lawrence Chiarelli	RH 407 RH 403A	646-997-3713 646-997-4040	griffis@nyu.edu lchiarelli@nyu.edu
Cybersecurity (MS)	CSE	Kayla Huang	370 Jay Street Room 830	646-997-4082	cscgradadvising@nyu.edu
NY Cyber Fellowship	CSE	Aspen Olmsted		843-953-6600	aspeno@nyu.edu
Electrical Engineering (MS)	ECE	Xiao-Kang Chen Darius Czarkowski	10-019 2MTech LC 200H	646-997-3056 646-997-3256	xkchen@nyu.edu dc1677@nyu.edu
Electrical Engineering (PhD)	ECE	Zhongping Jiang	LC 200D	646-997-3646	zjiang@nyu.edu
Environmental Engineering (MS)	CUE	Mohsen Hossein	15 MTech, 6th fl. 6W-39	646-997-3766	mhossein@nyu.edu
Environmental Science (MS)	CUE	Mohsen Hossein	15M Tech, 6th fl. 6W-39	646-997-3766	mhossein@nyu.edu
Financial Engineering (MS)	FRE	Barry Blecherman Zahra Patterson	12 MTech, 26th fl. 275 12 MTech, 26th fl. 274	646-997-3398 646-997-3561	barry.blecherman@nyu.edu zahra.patterson@nyu.edu
Industrial Engineering (MS)	TMI	Aric Meyer Elisabeth Spock	LC 401B LC 401	646-997-4015 646-997-3158	aric.meyer@nyu.edu els493@nyu.edu
Integrated Digital Media (MS)	TCS	Eric Maiello	8-879 2 MTech	646-997-0720	eric.maiello@nyu.edu
Management of Technology (MS)	TMI	Aric Meyer	LC 401	646-997-4015	aric.meyer@nyu.edu
Mathematics (MS)	MATH	Alison Entin Gaoyong Zhang	RH 303A 852 2 MTech	646-997-3399 646-997-3695	alison.entin@nyu.edu gaoyong.zhang@nyu.edu
Mechanical Engineering (MS) (PhD)	ME	Iskender Sahin	RH 501B	646-997-3751	iskender.sahin@nyu.edu
Mechatronics and Robotics (MS)	ME	Iskender Sahin	RH 501B	646-997-3751	iskender.sahin@nyu.edu
Technology Management (PhD)	TMI	Oded Nov Aric Meyer	LC 401 LC 401	646-997-3562 646-997-4015	onov@nyu.edu aric.meyer@nyu.edu
Transportation Management (MS)	CUE	Elena Prassas	RH 400A	646-997-3788	eprassas@nyu.edu
Transportation Planning and Engineering (MS)	CUE	Elena Prassas	RH 400A	646-997-3788	eprassas@nyu.edu
Transportation Planning and Engineering (PhD)	CUE	Joseph Chow	RH 400B	646-997-4030	joseph.chow@nyu.edu
Urban Infrastructure Systems (MS)	CUE	Ilan Juran	RH 401A	646-997-3717	ijuran@nyu.edu

DEPARTMENTS LEGEND

AP - Applied Physics
CBE - Chemical and Bimolecular Engineering
CUE - Civil and Urban Engineering
CSE - Computer Science and Engineering

ECE - Electrical and Computer Engineering
FRE - Finance and Risk Engineering
MATH - Mathematics

ME - Mechanical and Aerospace Engineering
TCS - Technology, Culture and Society
TMI - Technology Management and Innovation

LOCATION LEGEND

RH - Rogers Hall
LC - Dibner Building
2 MTech - 2 MetroTech Center
JB - Jacobs Building