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/apply/visiting-students.
    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, Assistant Dean of Graduate Academic Affairs, 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!

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**

Legal Sex   Male   Female
Legal sex is a person's sex as indicated on a birth certificate, passport, or other official document. It may differ from one's gender identity and/or sex assigned at birth.

Gender Identity   Man Identified   Non-Binary   Woman Identified
Gender identity is the gender with which a person identifies (i.e., whether one uses man, woman, or more individualized terminology to describe oneself). One's gender identity may or may not differ from one's legal sex which is assigned at birth based on biological characteristics.

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?

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

![NYU Tandon School of Engineering]

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