New York Institute of Technology offers nonmatriculated student status to graduate and undergraduate students who want to take a limited number of courses before making a commitment to a degree program, or to those who wish to take courses for professional development or personal enrichment.

You must complete and submit the Application and Registration Form for Nonmatriculated Students to the Office of Admissions prior to registering for the first semester you intend to enroll. You are encouraged to apply and register early since many courses fill quickly. Both the admissions and registration process may be completed by using the attached form.

A maximum of nine (9) graduate and twenty-four (24) undergraduate credits may be applied toward an NYIT degree. To register beyond these limits, a nonmatriculated student must be admitted as a matriculated degree candidate. If you wish to become a matriculated degree candidate, please contact the Office of Admissions at admissions@nyit.edu or 800.345.NYIT.

If you decide to pursue a degree, you will be expected to submit a formal application for matriculation along with the required credentials. These required credentials are outlined in the instructions that accompany the formal application for admission.

Please Note: Nonmatriculated students seeking a degree are advised to allow adequate time for processing and evaluating the application for admission.

Academic requirements and regulations stated in the NYIT catalog and current class schedule apply to all nonmatriculated students.

As a nonmatriculated student, you are not eligible for any Title IV Federal or New York state financial aid. If you are interested in financial aid, you will need to fill out an application for matriculation.

Each nonmatriculated student must complete the following steps to enroll at NYIT.

Step 1. Be sure you have the following items:
   1. Application and Registration Form for Nonmatriculated Students
   2. Current Schedule of Classes
   3. NYIT Catalog (nyit.edu/catalog)
   4. Immunization Records*

Step 2. Meet with a faculty advisor in the department offering the course(s) you plan to take. Be sure to get the advisor’s signature on the Application and Registration Form.

Step 3. Submit a complete Immunization Record to the Office of Wellness Services. In the event that this form is not completed, you must file the appropriate waiver with that office.

Step 4. Submit your Application and Registration Form to the Office of Admissions. At this time you will have the opportunity to meet and discuss your educational goals with an admissions advisor. Bring the form to the registrar’s office to have your registration completed.

Step 5. Make payment to the Office of Student Accounts by the required date.

Step 6. Visit campus security office to have a photo ID card issued.

*New York state law requires each student registering for six (6) or more credits to show evidence of immunization against measles, mumps, and rubella. The appropriate forms may be obtained through the Office of Admissions. Your complete record must be on file with the Office of Wellness Services at the time you register.
Application and Registration Form for Nonmatriculated Students

Please Print

Name: ______________________________________________________ Social Security Number: _______________________________________

Address: __________________________________________________ City________________________ State________ ZIP________________

Home phone# (______)_____________________ Mobile# (______)_____________________ Email: __________________@____________________

Date of Birth: _____/_____/_____ Employer: _________________________________________________________________

Semester registering for: ☐ Fall 20______ ☐ Spring 20______ ☐ Summer 20______ ☐ Intersession 20______

Campus ☐ Manhattan ☐ Old Westbury ☐ Online

Level of study for which you are registering: ☐ Undergraduate ☐ Graduate ☐ Professional

Program of Study or Major Desired: _____________________________________________________________

Have you previously applied to NYIT? ☐ Yes ☐ No

If Yes – To which program of study? _____________________________________________________________________

Did you complete the program? ☐ Yes ☐ No Last semester attended? ________________________________

I would like to register for the following course(s):

_________________________________________________________________________________________

Course/Reference # Course Title Credits / Units Course/Reference # Course Title Credits / Units

_________________________________________________________________________________________

_________________________________________________________________________________________

OPTIONAL INFORMATION (for identification purposes only):

The following information is requested in order to provide statistical data in compliance with federal and state nondiscrimination requirements. Response is voluntary and the information will be kept confidential. Refusal to provide this information will not subject you to any adverse treatment.

Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No

In addition, select one or more of the racial categories to describe yourself:

☐ American/Alaskan Native ☐ Hawaiian/Pacific Islander ☐ Asian ☐ Black or African American ☐ White
NYIT does not discriminate in admissions or access to its programs and activities on the basis of race, color, national origin, religion, creed, disability, age, marital status, gender, sexual orientation, or veteran status.

In submitting this application, the student agrees that New York Institute of Technology has the student’s permission to take photographs and videos of the student, both as an applicant and, if admitted, as an NYIT student, on any of NYIT’s campuses and at all NYIT activities and events in any location, and that NYIT shall have the right to use and publish such photographs and videos for all publicity and other college-related purposes.

NYIT provides reasonable accommodations to any person who has a temporary or permanent disabling condition. If you need to discuss an accommodation or a barrier to your full participation in NYIT programs and services, please contact: Disabilities Services Office, 516.686.7636 or 212.261.1759.

I understand that by authorizing a registration, and or dropping or withdrawing from the courses that I have registered for during this semester, I agree to be charged in accordance with the published schedule of charges set forth in the NYIT catalog with respect to payment of tuition, fees, refunds, the dropping and adding courses, and the withdrawal policy procedures that are also available online at nyit.edu. In the event that all charges are not paid when due, I agree to pay NYIT all of the costs associated with the collection of my delinquent account, which includes the payment to NYIT of the principal sums due, plus all costs, which may also include, but are not limited to collection agency fees constituting 33% of the principal balance due if NYIT engages a collection agency to secure payment, or legal fees constituting 50% of the principal balance due if NYIT engages legal counsel to secure payment, plus any and all interest on the outstanding balance at the maximum legal rate allowed by law, and any and all other costs that will be associated with the collection of the delinquent amounts. All collection matters shall be governed by New York law; the courts of New York shall have exclusive jurisdiction in these matters.

Student’s Signature ___________________________ Date ___________________________

PLEASE NOTE: ENROLLMENT USING THIS APPLICATION DOES NOT GRANT OR IMPLY ADMISSION TO A DEGREE PROGRAM AT NYIT. THIS APPLICATION MAY NOT BE USED BY INTERNATIONAL STUDENTS SEEKING A STUDENT VISA.

Please return completed application to NYIT Office of Admissions, Northern Boulevard, P.O. Box 8000, Old Westbury, NY 11568-8000. You may fax to 516.686.7613.

FOR OFFICIAL USE ONLY

APPROVED BY ___________________________ ___________________________ ___________________________

Faculty Advisor Date Admissions Office Date

COMMENTS: _____________________________________________________________________________________
___________________________________________________________________________________