NON-MATRICULATED OR VISITING STUDENTS

Policy Id:
AD. 010 – Non-Matriculated or Visiting Students

Contact:
Office of Admissions

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NON-MATRICULATED OR VISITING STUDENTS:

**Non-Matriculated Students or Visiting Students**

Non-Matriculated students are accepted on a semester-to-semester basis, depending on space availability. New non-degree students must apply through the Office of Admissions. Non-degree students must provide verification of high school graduation or a GED, as well as transcripts from all colleges previously attended. Non-degree students must meet the academic achievement standards established for matriculated students.

Visiting students are students who wish to attend John Jay College while being matriculated at another college. Generally, visiting or permit students must meet the same requirements to register for specific courses as John Jay College students. Students matriculated at another CUNY college must apply as an e-permit student on the CUNY portal. Visiting students matriculated at a non-CUNY institution must first seek permission in writing from their own college to take courses at John Jay College.

**Non-Matriculated or Visiting Graduate Students**

John Jay College admits a limited number of non-matriculated or visiting graduate students each semester. Applicants must receive permission from the director of the program in which they wish to take a class. John Jay College holds priority seating for fully matriculated students. Approved non-matriculated students may only take up to 6 credits before they must matriculate at the College. Students enrolled in the New York City Police Leadership Program are exempted from this rule.

**Non-Matriculated Students or Visiting Students Procedure**

Students must complete an application for Non-Degree Student status and provide a $25.00 check or money order made payable to John Jay College. The application is available on the John Jay College website, in-person at the Admissions Office, or the Jay Express Services Counter. Along with the application, students must provide verification of high school graduation or a GED and submit unofficial transcripts from all institutions previously attended. Visiting students need to submit a letter from their institution permitting them to register at John Jay College.

During registration, students must bring with them all unofficial transcripts from previously attended institutions each semester.

There is no application fee for students to apply for e-permit. Students matriculated at another CUNY college must apply for e-permit on the CUNY portal. Students matriculated at a non-CUNY institution must apply as a non-degree student.

Non-Matriculated student and visiting students who stop attending for one or more semester must submit a new Undergraduate Visiting or Non-Degree Status Application with the appropriate document and fee by the deadline.

**Non-Matriculated or Visiting Graduate Students Procedure**

Students must complete the Graduate Non-Matriculated Admissions Application. A non-refundable fee of $50 in the form of a check or money order made payable to “John Jay College” must accompany the application.
Admission Application Fraud Policy
The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or that omit information, including registration and/or attendance at a college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

Admissions Disclaimer
The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the college may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student's application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.