



Application and Registration Instructions for Nonmatriculated Students

PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS.

New York Institute of Technology offers nonmatriculated student status to undergraduate and graduate 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.

You may register for a maximum of twenty-four (24) undergraduate and nine (9) graduate credits as a nonmatriculated student. To register for more credits, you must be admitted as a matriculated degree candidate. If you wish to become a matriculated degree candidate, please complete an online application at nyit.edu/apply and use the fee waiver: **NDAPPS**.

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.** Complete the Nonmatriculated Student Application (on the back of this form).
- Step 2.** Use the Search For Classes tool in the MyNYIT Portal to view which courses are being offered for the semester you are interested in. You will need to identify the course number, course title, and number of credits for each course you would like to take.
- Step 3.** Meet with a faculty advisor in the department offering the course(s) you are planning to take. You will need to bring a copy of your current college transcript. The advisor will need to sign your Application and Registration Form for Nonmatriculated Students. Find your advisor at nyit.edu/advisors.
- Step 4.** Submit your application to the Office of Admissions. An admissions counselor will review, sign, and process your application. This can only occur after you have received a signature from the faculty advisor.
- Step 5.** You must submit your immunization forms to the Office of Wellness Services prior to registering for classes. Go to nyit.edu/immunization for more information and to get the forms.
- Step 6.** Register for your course(s) by bringing your application to the Office of the Registrar.
- Step 7.** Pay your tuition bill by accessing NYITConnect in the MyNYIT Portal (my.nyit.edu).
- Step 8.** Get your NYIT ID card by visiting the Security Office.

OFFICE OF THE REGISTRAR

Old Westbury

Northern Boulevard, P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.7580
Fax: 516.686.1074
registrar@nyit.edu

Manhattan

16 W. 61st St.
New York, NY 10023-7692
Phone: 212.261.1600
Fax: 212.261.1608
registrar@nyit.edu

NEW YORK INSTITUTE OF TECHNOLOGY

STUDENT INFORMATION (Please Print)

Last name	First name	Middle name		
Former/other last name				
Date of birth	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other/Prefer not to respond
Address	Apt. #	City	State	ZIP code
Home phone	Mobile phone		Email	
Employer				

COURSE INFORMATION

Semester registering for	<input type="checkbox"/> Fall 20_____	<input type="checkbox"/> Spring 20_____	<input type="checkbox"/> Summer 20_____	<input type="checkbox"/> Intersession 20_____
I will attend this campus	<input type="checkbox"/> Old Westbury	<input type="checkbox"/> Manhattan	<input type="checkbox"/> Online	
Level of study for which you are registering	<input type="checkbox"/> Undergraduate		<input type="checkbox"/> Graduate	<input type="checkbox"/> Professional
Program of study or major desired				
Have you previously applied to NYIT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes—to which program of study?	
Did you complete the program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Last semester attended?	
I would like to register for the following course(s):				

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 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.

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.

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT's online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT's rules and regulations set forth in NYIT's online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Student's signature (or parent's signature if student is under 18) _____ **Date** _____

FORM RETURN INFORMATION

NYIT Office of Admissions
Northern Boulevard, P.O. Box 8000
Old Westbury, NY 11568-8000
Phone: 516.686.7520
Fax: 516.686.1116

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.

FOR OFFICIAL USE ONLY (Approved by)	Indicate Student Type
Faculty Advisor	Date
Admissions Office	Date