

# VISITING STUDENT APPLICATION INSTRUCTIONS

Please read this information carefully before completing the form.

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## VISITING STUDENT APPLICATION

The Visiting Student application is to be completed if you are attending another college or university. You are eligible for study at Nassau Community College for **up to two (2) consecutive semesters**, while still maintaining matriculated status at your home institution. As a visiting student, you must submit (1) a completed Visiting Student Application for each semester of attendance at Nassau Community College, and (2) the Visiting Student Home Institution Approval form signed by your home institution confirming matriculation. Submit the application and supporting documentation to the Office of the Registrar. Please note that anyone can register you, as a visiting student, if you are away; however, a letter of authorization is needed if anyone other than you, the student, is going to drop or withdraw you from a class.

## PREREQUISITES

Many courses at Nassau Community College require prerequisites that must be satisfied before you can enroll in those classes. It is the student's responsibility to confirm that they have met those prerequisites prior to enrolling in classes. Students are required to have approval from their home school to attend NCC. **A Student's signature is required on the home school approval form confirming prerequisites have been met.** NCC will not be responsible for unsuccessful course outcome due to the unmet prerequisites of a visiting student.

## PHOTO IDENTIFICATION

Students are required to present photographic identification when receiving services from the Office of the Registrar.

## DEADLINES

Check our website for deadlines. However, the College reserves the right to close visiting student admission at any time. Information on specific deadlines is available on [www.ncc.edu/admissions/apply](http://www.ncc.edu/admissions/apply). **NOTE: Mailed or faxed applications are accepted up to two (2) weeks prior to the posted deadlines; hereafter all applications must be processed in-person only. Mail applications to the Registrar's Office, One Education Drive, Garden City, NY 11530 or fax to 516-572-9975.**

## AVAILABLE COURSES

You can go online to check the available classes by viewing the Class Schedule.

## IMMUNIZATION REQUIREMENT

New York State Public Health law requires that all students attending college in the state who were born on or after January 1, 1957 and who are enrolled for 6 or more chargeable contact hours file with the College proof of immunization against measles, mumps, and rubella. **ALL students, regardless of age who are enrolled for six or more credit hours, must fill out the meningitis survey which is available at the Student Health Services Office.** Failure to comply with this law within 30 days from the start of the semester will result in a student's disenrollment from classes, without refund of tuition and fees. Additional information regarding this regulation will be mailed to all admitted students. **Immunization Link: [www.ncc.edu/healthservices](http://www.ncc.edu/healthservices).**

## CENTER FOR STUDENTS WITH DISABILITIES (CSD)

A variety of services are available if you have a documented physical, psychological, hearing, visual or learning disability. For more information, contact the CSD department or call at 516-572-7241, TTY 516-572-7617. **CSD Link: [www.ncc.edu/csd](http://www.ncc.edu/csd).**

## RESIDENCY REQUIREMENTS

To be eligible for the resident tuition rate, a student must have one year's legal residence in New York State and six months in the County of Nassau. The legal residence of unmarried students under 21 is deemed to be that of their parents. New York State students from counties other than Nassau may have the non-resident tuition rate waived by submitting a Certificate of Residence from their home county fiscal office prior to payment of tuition and fees. The submission of a valid Certificate of Residence qualifies students who reside in counties other than Nassau for the Nassau County resident tuition rate. Applications for a Certificate of Residence are available in the Bursar's Office, Student Financial Affairs or at the Information Desk in the Student Services Center. For students commencing study in the fall semester, the certificate will cover a full year, including fall and spring semesters and summer sessions. Certificates of Residency must be renewed each year. Students with (F1) visa do not qualify for in-state tuition. Individuals on certain visas may qualify for in-state tuition and Certificate of Residency.

## FELONY CONVICTIONS OR DISCIPLINARY DISMISSALS

If you have been convicted of a felony, you must ask for the Request for Admissions Review Committee form available in the Registrar's Office. In order for the College to make a decision, all supported documentation regarding your individual situation should be submitted along with your application within thirty (30) days of the start of the semester. Documentation provided later will only further delay your admittance to the college. If the committee does not meet before the semester begins, you will need to wait for the College's decision and postpone attendance until the following semester.

## REGISTRATION FOR CLASSES

Once you are admitted you will be able to enroll in your classes for the semester. You are responsible for knowing the prerequisites for the classes that you wish to register. If you are signing up for a class for which the prerequisites have not been met at Nassau Community College, you will be required to contact the Chairperson of the department to get an override waiving the prerequisites.



**Office of the Registrar**  
 One Education Drive  
 Garden City, NY 11530-6793  
 Tel 516.572.7355  
 www.ncc.edu

**For Office Use Only:**

# VISITING STUDENT APPLICATION

**Nassau Community College Policy:** Students who are matriculated at another institution may, with written permission of their home institution, study at Nassau Community College for up to two (2) consecutive semesters, while maintaining matriculated status at their home college.

**Semester being requested:**  Summer 20\_\_\_\_  Fall 20\_\_\_\_  Winterim 20\_\_\_\_  Spring 20\_\_\_\_

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

*(If you provide your Social Security Number (SSN), it is used to coordinate the collection of information for all your student records. Authority to collect the SSN is granted under Section 355 of the New York Education Law. Your response will be held confidential. Please double check the number for accuracy.)*

**Name:** Last (Family) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**Previous Name(s):** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ APT # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ If other than the U.S.A., specify NATION \_\_\_\_\_

**Home Telephone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_ **Cellular Number:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Your email address:** \_\_\_\_\_ **Confirm your email address:** \_\_\_\_\_

**Gender:**  Male  Female

**Establishing Residency: (Complete all Questions)**

**1)** How long have you resided in Nassau County? \_\_\_\_ Years **2)** How long have you resided in New York State? \_\_\_\_ Years

**3)** Citizen of the United States of America:  Yes  No

(If not a USA Citizen, Country of Citizenship/Birth \_\_\_\_\_ and check your status below)

- Legal permanent resident of the United States (Attach a copy of your permanent resident card)
- Have a visa (please identify) A, B, E, F, G, H, K, L, M, N, O, P, R, S, T, U, V (Attach a copy)
- Status Pending
- Other (specify)

**Ethnicity (optional):** Are you Hispanic/Latino?  Yes  No If you are Hispanic/Latino, is your background (select one).

- Central American  Cuban  Dominican  Mexican  Puerto Rican  South American  Other Hispanic/Latino

**Race (optional):**  White  Black or African American  Asian  Native Hawaiian or other Pacific Islander  American Indian or Alaskan Native

**High School** \_\_\_\_\_ **Graduation Date** \_\_\_\_\_

**College/University** \_\_\_\_\_

**Have you ever been convicted of a felony?**  Yes  No *(NOTE: A felony conviction or disciplinary dismissal does not automatically preclude admission.)*

**Have you ever been suspended from any college for disciplinary reasons?**  Yes  No

If you answer "Yes" to either of these two last questions, you must ask for a **Request for Admissions Review form**.

I declare that all statements made in this application are, to the best of my knowledge, true and correct. I understand that if I was born on or after January 1, 1957, and if I enroll for 6 or more chargeable credits, I must provide the College with proof of immunization against measles, mumps and rubella. **ALL students, regardless of age, who are enrolled for six or more credit hours must fill out the meningitis survey which is available at the Health Service Office.** My failure to comply with this New York State law within 30 days from the start of the semester will result in my disenrollment from classes without refund of tuition and fees.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Nassau Community College is a comprehensive, full-opportunity College, open to all qualified applicants without regard to age, race, color, religion, marital status, national origin or disability.*

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection costs processes. Further, I understand that the College may have such default information forwarded to credit reporting agencies. By providing your mobile number you are giving permission to the college to send you text message notifications.



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## VISITING STUDENT HOME INSTITUTION APPROVAL

### STUDENT INFORMATION

1. Student's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_
2. NCC-ID (if known): \_\_\_\_\_ Or, Social Security Number (if NCC-ID is not known): \_\_\_\_\_
3. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

**DISCLAIMER: I have reviewed any prerequisites for the course(s) in which I intend to enroll. I understand these are a condition of my enrollment and I confirm that I have fully satisfied them. I also understand that the college will not be liable for any claims resulting from a misrepresentation of my prior educational record.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please print clearly*

**HOME INSTITUTION:** \_\_\_\_\_

*Note: Students can verify matriculation status at their home institution by submitting the National Student Clearinghouse Enrollment Verify Report confirming your enrollment status or having an official from your Home School sign below or submit from your home school any documentation that substantiates your matriculation status.*

➤ **Home Institution Official certifying that this student is MATRICULATED at your institution:**

Approving Official's Name: \_\_\_\_\_ Official's Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

SUBJECT	COURSE NUMBER	CREDITS
<i>Sample: ENGLISH</i>	<i>Sample: 101</i>	<i>Sample: 3</i>

**REGISTRATION:** Once your completed application is processed by our office you will receive information in the mail with your NCC-ID and instructions on how to register online for your approved courses. Please be aware of payment due dates. It is advised that you keep a record of courses approved by your institution.

\* VIEW AVAILABLE COURSES ONLINE, visit **"Class Schedule"** on the web.