



VISITING STUDENT APPLICATION INSTRUCTIONS

Please read this information carefully before completing the form.

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. The home institution must provide written permission and list recommended courses to be taken at Nassau Community College. 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. 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. **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. Course(s) registration will be processed after our matriculated students have had an opportunity to register for the upcoming term(s).

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.

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.

Residency Requirements

To be eligible for the resident tuition rate, you must have one year's legal residency in New York State and six months in the County of Nassau. The legal residency 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-residency tuition rate waived by submitting a Certificate of Residency from their home county fiscal office prior to payment of tuition and fees. The submission of a valid Certificate of Residency qualifies students who reside in counties other than Nassau for the Nassau County resident tuition rate. Applications for a Certificate of Residency 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. 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.



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: Legal Last (Family) _____ Legal First _____ Middle _____

Preferred First Name _____ The College reserves the right to: a) deny a request for chosen name based on its unsuitable nature (i.e., the use of profane, obscene, hate-speech-derived, offensive or derogatory names), and b) remove any chosen name from College records without prior notice to the individual.

Previous Level Name(s): _____

Permanent Address: (P.O. Box cannot be used as perm address) _____ APT # _____

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

Mailing Address _____

Cellular Telephone: (____) ____ - _____ **Home Number:** (____) ____ - _____

Personal email address: _____ **Confirm your email address:** _____

Legal Sex: Male Female

Gender*: Male Female Non-Binary Other _____ **d) Pronouns*:** He/Him She/Her They/Them Other _____

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 suspended from any college for disciplinary reasons? Yes No

If you answer "Yes" to this question, you must submit a **Request for Admissions Review form to the Registrar's Office.**

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.



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 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.