

# Lehman College – Graduate Non-Degree Application

## ENROLLMENT INFORMATION

For Term:  For Year:

Program:

## PERSONAL INFORMATION

EMPL ID:  Last 4 digits Social Security Number:

Last Name:  First Name:

Middle Name:  Preferred Name:

Previous Name on Supporting Documents, if Different:

What is your date of birth?

### Current/Mailing Address:

Street:  Apartment:   
City:  State:  Zip:  Country:

Is your Residential/Home Address different from your Mailing Address?\* ☐ Yes ☐ No

If yes, Please enter below:

### Residential/Home Address:

Street:  Apartment:   
City:  State:  Zip:  Country:

Email

Mobile Telephone

Mailing Address Telephone

Work Telephone

Please indicate your preferred contact:

☐ Mobile Telephone ☐ Mailing Address Telephone ☐ Work Telephone

### \*Important Notice for ALL STUDENTS:

To be eligible for New York State resident tuition rates, you must prove that you have been a New York State resident for 12 months prior to the date of your enrollment and that you are either a U.S. citizen or permanent resident or that you possess an eligible non-immigrant status. This information will be used to determine eligibility for the New York State resident rate. Failure to answer these questions will require you to complete the City University Residency Form.

Length of time in New York State:  years  Months

Length of time in New York City:  years  Months

Length of time at Current Address:  years  Months

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## CITIZENSHIP

COUNTRY OF BIRTH

COUNTRY OF CITIZENSHIP

CURRENT CITIZENSHIP STATUS

IMMIGRATION STATUS

Are you a U.S. Permanent Resident (Green Card Holder)?

☐ Yes☐ No

Alien Registration (I-551) card number (Green Card number)

OTHER: specify visa type

Proof of immigrant or naturalized citizenship status must be shown in the Office of Graduate Admissions when submitting the application for non-degree. Copies of official documents are not accepted.

## ETHNICITY

The information below is collected to meet research and federal reporting requirements. It is confidential and will not be released except in the form of statistical summaries in which individuals are not identified. This information has no bearing on either admissions or academic decisions.

Are you Hispanic/Latino

☐ Yes☐ No

Race/Ethnicity (check all that apply):

☐ American Indian or Native Alaskan

☐ Puerto Rican

☐ Asian

☐ White, Non-Hispanic

☐ African American or Black, Non-Hispanic

☐ Hispanic

☐ Other:

☐ Native Hawaiian or Pacific Islander

☐ I choose not to answer

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## ACADEMIC HISTORY

Have you completed a bachelor's degree at Lehman College?\* ☐ Yes ☐ No

Anticipated graduation date (mm/yyyy):

## ACADEMIC INFORMATION

Please enter information for the college or university from which you earned your bachelor's degree and, if applicable, your master's degree. An unofficial transcript from your bachelor's or master's program is required for your application.

All documents must be submitted with the non-degree application.

### College/University 1:

Code

City

State

Dates Attended From

Dates Attended to

Major

Degree:

Degree Anticipated/Degree Conferred:

### College University 2

College/University:

City

State

Dates Attended From

Dates Attended to

Major

Degree:

Degree Anticipated/Degree Conferred:

## ADMISSIONS REQUIREMENTS FOR STUDENTS EDUCATED OUTSIDE THE UNITED STATES

Applicants educated outside of the United States are required to submit transcript evaluation(s) and translation(s) for each post-secondary school attended, and Test of English as a Foreign Language (TOEFL), Duolingo, or International English Language Testing System (IELTS) scores.

Evaluations must include:

1. course-by-course evaluation with grade point average (GPA)
2. degree evaluation, which must be equivalent to a United States Bachelor's Degree
3. notarized English translation for documents in languages other than English
4. See the [CUNY Document Translation Guidelines](#)
5. copy of the official transcript in the original language submitted to the evaluation service

Preferred evaluation agencies:

We accept foreign credit evaluations from the preferred agencies listed below or you may use an agency that is currently an active member of the National Association of Credential Evaluation Services ([NACES](#)) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

**Please note:** We do not accept evaluations from former NACES members (i.e. Global Services Associates, Inc.).

Evaluation Service	Translate	Evaluate	Authenticate
<a href="#">Academic Evaluation Services, Inc.</a>	Y	Y	Y
<a href="#">Educational Credential Evaluators, Inc.</a>	N	Y	Y
<a href="#">The Evaluation Company</a>	Y	Y	Y
<a href="#">World Education Services</a>	Y	Y	Y

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## ENGLISH PROFICIENCY TESTS

Applicants must submit English language proficiency test scores: 1) if they have academic records from a non-English-speaking country or 2) have attended post-secondary schools outside the U.S. and are currently studying in the U.S. on a non-immigrant (temporary) status.

The Lehman College Institutional Code is 2312. The scores should not be more than 2 years old.

Test	Score Requirement	Test Website
<a href="#">Duolingo</a>	The minimum Duolingo score accepted is 85.	<a href="https://englishtest.duolingo.com/applicants">https://englishtest.duolingo.com/applicants</a>
<a href="#">International English Language Testing Service (IELTS) - Academic</a>	The minimum IELTS Academic score accepted is 6	<a href="https://ielts.org/take-a-test">https://ielts.org/take-a-test</a>
<a href="#">Test of English as a Foreign Language</a>	The minimum TOEFL score accepted is 500 (paper-based test) and 61 (TOEFL iBT).	<a href="https://ets.org/toefl.html">https://ets.org/toefl.html</a>

Please note: The scores listed above are the required minimums for admission to Lehman and are higher in most fields.

Official score reports should be sent electronically directly from the testing service to the Graduate Admissions Office. The Lehman College Institutional Code is 2312. The scores should not be more than 2 years old.

### IELTS Academic

Date of Test

Listening  Reading  Writing  Speaking

Total Band:

### TOEFL

Date of Test

Reading  Listening  Speaking  Writing

Total:

### Duolingo

Date of Test

Speaking  Writing  Reading  Listening

Overall

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## SIGNATURE STATEMENT

By submitting your application, you certify the following:

All information and supporting documents (transcripts and diplomas) are **accurate and complete**.

You understand that submitting fraudulent materials or omitting part of your educational history may result in a **five-year ban from CUNY**.

You must report **all post-secondary education**, including institutions attended abroad, even if you do not seek transfer credit.

All documents submitted become the **property of CUNY** and will **not be returned**.

The **application fee is non-refundable** under any circumstances.

Lehman College reserves the right to deny admission if an individualized assessment determines a student's presence poses a **safety or security risk** to the campus community (e.g., due to criminal history or the presence of minors on campus).

For more information, review the official [CUNY Admissions Fraud Policy](#) (PDF).

Applicant Signature

Date: mm/dd/yyyy

## FINAL INSTRUCTIONS

Email your non-degree application and **unofficial transcript(s)** to the respective [Program Director](#) for department approval. Should you be admitted as a non-degree student, the admissions team will provide you with information regarding registration and enrollment.

## FOR PROGRAM DIRECTOR/ADVISOR ONLY

Please return the form signed and dated to **valerie.brown@lehman.cuny.edu**

Admit:

Deny:

Program Director/Advisor signature

Date: mm/dd/yyyy