


INSTRUCTIONS FOR NON-DEGREE APPLICANTS

An application for admission to LaGuardia Community College as a non-degree student must meet the following requirements to be considered.

1. Education: An applicant must submit proof of high school graduation, a H.S.E. diploma or the equivalent of 24 earned college credits from an accredited U.S. institution by submitting one of the following:
 - A. Original high school diploma or a letter sent by high school verifying date of graduation, OR
 - B. Original High School Equivalency and Scores, OR
 - C. Official college transcripts showing 24 earned credits in college level courses, OR
 - D. Original college diploma. 

NOTE: Applicants presenting credentials in a language other than English must also supply an official English translation and credential Evaluation from one of the agencies below:

- Josef Silny & Associates, Inc., International Education Consultants: jsilny.org/
- Transcript Research: transcriptresearch.com/CUNY

2. Immigrant status: Non-Degree applicants born outside of the United States must submit one of the following:

- A. Proof of Citizenship (Certificate of Naturalization, United States Passport), OR
- B. Alien registration Card (If permanent resident), OR C. Proof of immigration status or pending status

3. Residency status: To be eligible for New York City/New York State resident tuition rates, Non-Degree applicants must submit the following:

- A. Proof that you have been living in New York City for a minimum of one year prior to the start of classes.
- B. New York State Residents must submit a Certificate of Residency from your County Clerk's office, i.e., Nassau, Westchester, Orange, Suffolk, Rockland, Putnam, etc. (Registration is blocked if this certificate is needed.)

GENERAL NOTES:

1. A \$65.00 application fee is charged to all applicants. This fee will be added to your bill when you successfully register.

**Veterans of the United States Military Service, currently on Active Duty or members of the National Guard or Reserves may obtain an application fee waiver by submitting proof of their Veteran/Military status (ie., DD-214, Current Military ID Card, or Deployment or Pre-separation orders)

2. Please submit all required documents with the application. Partial or incomplete applications will not be accepted.

3. Acceptance of this application does not guarantee space in a specific course. Non-degree students register for classes on a space available basis only.

4. Non-degree students are not eligible for financial aid. The College expects bills to be paid on the date required. Non-payment of a bill will cause cancellation of your registration.

6. Students with an F-1 Visa status should be aware that registration may affect their visa status.

7. The above information is subject to change without prior notice.

8. Please be aware that NON-DEGREE ADMISSION DATES ARE SUBJECT TO CHANGE.