

## GENERAL INSTRUCTIONS FOR NON-DEGREE APPLICATION

1. Type or print to complete the entire application. Only complete applications will be reviewed for admission. Incomplete applications will be kept on file for 12 months.
2. Sign and date the application.
3. Include Social Security or student identification number.
4. Enclose documentation showing proof of successful completion of your secondary education (a copy of your high school or equivalency diploma).
5. Enclose the non-refundable application fee of \$10.00 in the form of a check or money order drawn from a U.S. bank made payable to Montclair State University.
6. Submit all materials to: Montclair State University  
Undergraduate Admissions  
Montclair, NJ 07043
7. If you have questions or need additional information, please contact Undergraduate Admissions.  
Phone number: (973) 655-7801 Fax number: (973) 655-7700 Website: [www.montclair.edu](http://www.montclair.edu)

*Note: All records submitted in support of your application become part of your permanent record at Montclair State University.*

---

## IMPORTANT INFORMATION

**This application is for individuals who have earned a high school diploma or equivalent that want to pursue non-degree or certificate undergraduate study at Montclair State University. This application is not for those who have earned a Bachelor's Degree or equivalent. Non-degree students are subject to all University policies and deadlines.**

**Admission Decision:** Formal notice from the Director of Undergraduate Admissions constitutes an offer of admission. The offer is good for one semester only. **You must re-apply for each semester you wish to attend.** Correspondence and/or conversation with a department or individual faculty member do **not** constitute admission.

**Application Deadline:** Applications are processed as they are submitted. However, it is strongly recommended that students submit their application with all required documentation at least one week prior to the start of the desired semester. Applications will not be accepted after the start of a semester.

**Certificate:** The certificate classification is designed for students who are NOT interested in earning an undergraduate degree, but desire an optional professional credential. Admission to a certificate program does not guarantee acceptance into a Montclair State University undergraduate degree program. Students must reapply if interested in an undergraduate program.

**English Test:** Applicants whose primary language is not English will be required to take the TOEFL (Test of English as a Foreign Language) Examination to establish language proficiency for study at the University.

**Financial Aid:** Non-degree students are not eligible for financial aid or scholarships.

**International Students:** International Students requiring a student visa are only eligible for **Matriculated**, full-time enrollment leading toward a degree at Montclair State University and therefore would not qualify to apply for Non-degree or Certificate study.

**Minimum Requirements:** A Student must have completed his/her secondary education **at least 2 years prior** to applying.

**Non-degree:** The general non-degree classification is used for students who are not interested in pursuing an undergraduate degree but are interested in taking one or two credit bearing courses. Admission to the non-degree classification does not guarantee acceptance into a Montclair State University undergraduate degree program. A maximum of 12 credits may be applied toward the degree should a student choose to matriculate. Non-degree students are not eligible for credit evaluations or academic advising.

**Registration:** Please refer to the current *Schedule of Courses* book available online from the Office of the Registrar for more information. Students must meet appropriate deadlines to be eligible for registration.

**Students with Special Needs:** Services are available for students with special needs. Students should contact the Services for Students with Disabilities Office at (973) 655-5431 to discuss their specific requirements.

**APPLICATION FOR NON-DEGREE AND  
CERTIFICATE UNDERGRADUATE STUDY**

**Montclair State University  
Undergraduate Admissions  
Russ Hall  
Montclair, NJ 07043  
Telephone: (973) 655-7801  
Fax: (973) 655-7700**

*Please type or print in ink*

**Please be sure to include the non-refundable application fee made payable to Montclair State University**  
(Refer to the "Important Information" section for application instructions and requirements)

Social Security or Student Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mr.  Ms.  Dr.  Other: \_\_\_\_\_

*Last name*

*First name*

*Middle name*

**Mailing Address:**

Street Address – Line 1: \_\_\_\_\_

Street Address – Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Day Telephone Number: (\_\_\_\_) \_\_\_\_\_

Maiden or previous name (*if different from above*): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
Month Day Year

**Gender:**  Male  Female

**Non-degree and Certificate Study:**

(Please indicate to which program you are applying)

- Non-degree  Child Development Advocates  Translation and Interpretation in Spanish  
 CEHS Off Campus Course (Non-Degree)

**Background:** (*This information is not required by Montclair State University to be considered for admission. This information is optional and used only for statistical purposes and to assess the need for special programs and activities.*)

Race/Ethnicity (*check only one*)

Asian or Pacific Islander  Black  Cuban  Puerto Rican  Native American/Alaskan Native

White  Central/South American  Mexican  Other Latino: \_\_\_\_\_  Other: \_\_\_\_\_

**Residency:**

Are you a resident of the State of New Jersey?  Yes  No

Indicate residency code (*refer to box on right*): \_\_\_\_\_

Are you a United States citizen or Permanent Resident?

Yes  No

*If no*, what is your country of citizenship? \_\_\_\_\_

Residency code (New Jersey and Out-of-State)

001 Atlantic	015 Gloucester	029 Ocean
003 Bergen	017 Hudson	031 Passaic
005 Burlington	019 Hunterdon	033 Salem
007 Camden	021 Mercer	035 Somerset
009 Cape May	023 Middlesex	037 Sussex
011 Cumberland	025 Monmouth	039 Union
013 Essex	027 Morris	041 Warren

099 Out-of-State

If not a citizen of the U.S., what type of visa do you hold?

Student Visa       Other: \_\_\_\_\_

Anticipated enrollment term (check only one):

Spring       Summer       Fall

Are you presently under suspension or dismissal for academic or disciplinary reasons from any college, university or other formal post-secondary educational program?     Yes     No

*If yes, please attach a statement of explanation.*

Have you ever been convicted of a crime?

Yes     No

*If yes, please attach a statement of explanation.*

**EDUCATIONAL PREPARATION**

**HIGH SCHOOL (S): WRITTEN PROOF THAT YOU HAVE COMPLETED YOUR SECONDARY EDUCATION (HIGH SCHOOL OR EQUIVALENT) MUST BE SUBMITTED WITH YOUR APPLICATION.**

HIGH SCHOOL	LOCATION	From Mo/Yr	To Mo/Yr	Graduation Date

Have you previously applied to Montclair State University?     Yes     No    When \_\_\_\_\_

**COLLEGES/UNIVERSITIES:**

COLLEGE/UNIVERSITY	LOCATION	From Mo/Yr	To Mo/Yr	Number or Credits

Reason for leaving college/university: \_\_\_\_\_

EMAIL ADDRESS (if available): \_\_\_\_\_

Is English the language you use most often?       Yes     No

Was English the language of instruction in Grades 7-9?     Yes     No    Grades 10-12     Yes     No

How did you learn about Montclair State University?

Newspaper     University Representative     Admissions Office     Information received in mail

Website     Friends or Family     Other (please specify): \_\_\_\_\_

**I fully understand that by submitting this form I may be allowed to enroll in courses on a space available basis, and that acceptance as a non-degree student does not guarantee admissions into a degree program. I also understand that my non-degree status will be valid for one semester only, and that I must reapply for every semester I wish to attend. I further understand that a maximum of twelve (12) semester credits may transfer into an undergraduate degree program.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_