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) 655-4444 Fax number: (973) 655-3314 Website: www.montclair.edu/admissions

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 Disability Resource Center at (973) 655-5431 to discuss their specific requirements.
APPLICATION FOR NON-DEGREE AND CERTIFICATE UNDERGRADUATE STUDY

Montclair State University
Undergraduate Admissions
College Hall Room 100
Montclair, NJ 07043
Telephone: (973) 655-4444
Fax: (973) 655-3314

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: ____________________________ Gender:  ☐ Male  ☐ Female

Month                Day                 Year

Non-degree and Certificate Study:
(Please indicate to which program you are applying)

☐ Non-degree  ☐ Certificate Program
Students seeking a certificate program must contact the department for required courses. The department will file requisite paperwork for certification eligibility.

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? __________________________________________
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.

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<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>LOCATION</th>
<th>From Mo/Yr</th>
<th>To Mo/Yr</th>
<th>Graduation Date</th>
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Have you previously applied to Montclair State University?    □ Yes    □ No

When_______

COLLEGES/UNIVERSITIES:

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<thead>
<tr>
<th>COLLEGE/UNIVERSITY</th>
<th>LOCATION</th>
<th>From Mo/Yr</th>
<th>To Mo/Yr</th>
<th>Number or Credits</th>
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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 ______________________

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