2.3.2 Nonmatriculated Graduate Students: Implementation

Individuals who are interested in applying for nonmatriculated enrollment in courses or in non-degree-granting programs, e.g., the Knight or Stegner programs, should contact the specific program directly to determine appropriate procedures and deadlines.

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2. Visiting Student Researchers

1. Nonmatriculated Study Involving Course Registration

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contact the Graduate Admissions Office to request an application for graduate nonmatriculated enrollment (note that this is a paper application, not available online).</td>
</tr>
<tr>
<td>2.</td>
<td>Confirm eligibility requirements including:</td>
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<td></td>
<td>• Program permitting nonmatriculated enrollment;</td>
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<td></td>
<td>• GRE scores (if required by program);</td>
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<td>• TOEFL scores (if the applicant is a non-native English speaker).</td>
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<td></td>
<td>Advise the applicant if admissions requirements are not met.</td>
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<td>3.</td>
<td>If eligibility requirements are met, forward the application to the appropriate program.</td>
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<tr>
<td>4.</td>
<td>Make a decision to accept or deny application, and inform the Graduate Admissions Office.</td>
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<tr>
<td>5.</td>
<td>Inform the nonmatriculated student applicant of the decision. For admitted nonmatriculated international students, process Visa paperwork and forward request to Bechtel International Center.</td>
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</tbody>
</table>
6. Review student’s financial documentation and issue visa certification for international students.  
   Bechtel

7. Enroll in courses using a form provided by Graduate Admissions with the student’s letter of admission. Note that enrollment is done in person, and not in Axess.  
   Student

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2. Visiting Student Researchers

1. Consult with department chair about feasibility and policy related to sponsoring a VSR.  
   Faculty member

2. Prepare and send to Graduate Admissions, Office of the University Registrar, a letter of invitation including:
   - exact dates of start and finish (the Registrar’s Office MUST be notified if the dates of attendance change)
   - the monthly fees, cost of health insurance, and Campus Health Services Fee
   - signatures of BOTH the sponsoring faculty member and department chair
   - signature of the VSR accepting the terms set forth in the letter.

   A sample template for this letter is available on the Registrar’s website [1].

3. Receive from the applicant and forward to the Graduate Admissions Office the following:
   - A completed Bio-Demographic form available from the Registrar’s Office website
   - Transcripts of current graduate work
   - Undergraduate transcripts with degree conferral posted or a copy of a degree certification or diploma.

4. For international applicants, receive from the applicant and forward to the Graduate Admissions Office:
   - Copy of the passport
     - If Visiting Researcher is requesting J-2 visas for dependent: copy of the dependent passport, date of birth, place of birth.

5. Upon verification of the documentation and approval, activate the student’s record in PeopleSoft SA and provide the EMPLID to the program.  
   Graduate Admissions

6. Coordinate necessary visa certification requests with the Bechtel Center; see GAP 2.2 Requirements for New International Students [2].  
   Department
If appropriate, Aid-Year Activate the Visiting Student Researcher and enter financial support in GFS (see Visiting Student Researchers in GFS [3]).

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