2.3.2 Activating Nonmatriculated Graduate Students: Implementation

Last updated on:
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 department or program directly to determine appropriate procedures and deadlines.

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1. Nonmatriculated Study Involving Course Registration

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<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<tr>
<td>1. Contacts the Graduate Admissions Office to request an application for graduate nonmatriculated enrollment (note that this is a paper application, not available online).</td>
<td>Applicant</td>
</tr>
</tbody>
</table>

Confirm eligibility requirements including:

- Department or program permitting nonmatriculating enrollment;
- GRE scores (if required by program);
- TOEFL scores (if the applicant is a non-native English speaker).

Advises the applicant if admissions requirements are not met.

2. If eligibility requirements are met, forwards the application to the appropriate department or program. | Graduate Admissions |

3. Makes a decision on acceptance or not, and informs the Graduate Admissions Office. | Department |

4. Informs the nonmatriculated applicant of the decision. For admitted nonmatriculating international students, processes Visa paperwork and forwards request to Bechtel International Center. | Graduate Admissions |
6. Reviews student’s financial documentation and issues visa certification for international students.  

Bechtel

7. Contacts department upon arrival to arrange for course attendance. Note that this is done in person, and not in Axess.  

Student

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# 2. Visiting Student Researchers

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<tr>
<td>Contacts the appropriate faculty members to determine interest and feasibility of appointment.</td>
<td>Applicant</td>
</tr>
<tr>
<td>Confirms school/department policy related to Visiting Student Researcher appointments.</td>
<td>Faculty member</td>
</tr>
</tbody>
</table>
| Prepares and sends 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.  
  A sample template for this letter is available on the [Registrar's web site](#). | Department |
| Receives from the applicant and forwards to the Graduate Admissions Office the following:  
  - A completed Bio-Demographic form available from the Registrar’s Office web site.  
  - Transcripts of current graduate work.  
  - Undergraduate transcripts with degree conferral posted or a copy of a degree certification or diploma. | Department |
| For international applicants, receives from the applicant and forwards 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. | Department |
| Upon verification of the documentation and approval, activates the student’s record in PeopleSoft SA and provides the Empl ID # to the department. | Graduate Admissions |
7. Coordinates necessary visa certification requests with the Bechtel Center, see GAP 2.2, Requirements for New International Students [2].

8. If appropriate, Aid-Year Activate the Visiting Student Researcher and enter financial support in GFS (see Visiting Student Researchers in GFS [3]).