2.3.2 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.

Jump To:
1. Nonmatriculated Study Involving Course Registration
2. Visiting Student Researchers

1. Nonmatriculated Study Involving Course Registration

**PROCESS STEPS** | **RESPONSIBILITY**
---|---
1. Contacts the Graduate Admissions Office to request an application for graduate nonmatriculated enrollment (note that this is a paper application, not available online). | Applicant

2. Confirm eligibility requirements including:
   - Department or program permitting nonmatriculated 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. | Graduate Admissions

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

4. Makes a decision to accept or deny application, and informs the Graduate Admissions Office. | Department

5. Informs the nonmatriculated student applicant of the decision. For admitted nonmatriculated 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. Student enrolls 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

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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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<td>1. Consults with department chair about feasibility and policy related to sponsoring a VSR.</td>
<td>Faculty member</td>
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| 2. 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  
  - signature of the VSR accepting the terms set forth in the letter.  

A sample template for this letter is available on the [Registrar’s web site][1]. | Faculty member  
Department |
| 3. 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 |
| 4. 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 |
| 5. 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 |

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[1]: http://www.registrar.ucb.edu
6. Coordinates necessary visa certification requests with the Bechtel Center, see GAP 2.2, Requirements for New International Students [2].

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


Links