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>
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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>
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</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.

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

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

5. 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.  

   \[ \text{Bechtel} \]

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

   \[ \text{Student} \]

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## 2. Visiting Student Researchers

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<tr>
<td><strong>1.</strong> Contacts the appropriate faculty members to determine interest and feasibility of appointment.</td>
<td>Applicant</td>
</tr>
<tr>
<td><strong>2.</strong> Confirms school/department policy related to Visiting Student Researcher appointments.</td>
<td>Faculty member</td>
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| 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. | Department |
| A sample template for this letter is available on the Registrar's web site [1]. | |
| 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]).


Links