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.

Jump To:

1. Nonmatriculated Study Involving Course Registration
2. Visiting Student Researchers

1. Nonmatriculated Study Involving Course Registration

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contacts the Graduate Admissions Office to request an application for</td>
<td>Applicant</td>
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<tr>
<td>graduate nonmatriculated enrollment (note that this is a paper application,</td>
<td></td>
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<tr>
<td>not available online).</td>
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<tr>
<td>2. Confirm eligibility requirements including:</td>
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<tr>
<td>• Department or program permitting nonmatriculating enrollment;</td>
<td>Graduate Admissions</td>
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<tr>
<td>• GRE scores (if required by program);</td>
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<tr>
<td>• TOEFL scores (if the applicant is a non-native English speaker).</td>
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<tr>
<td>Advises the applicant if admissions requirements are not met.</td>
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<tr>
<td>3. If eligibility requirements are met, forwards the application to the</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>appropriate department or program.</td>
<td></td>
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<tr>
<td>4. Makes a decision on acceptance or not, and informs the Graduate Admissions Office.</td>
<td>Department</td>
</tr>
<tr>
<td>5. Informs the nonmatriculated applicant of the decision. For admitted</td>
<td>Graduate Admissions</td>
</tr>
<tr>
<td>nonmatriculating international students, processes Visa paperwork and</td>
<td></td>
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<tr>
<td>forwards request to Bechtel International Center.</td>
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</tbody>
</table>
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

### PROCESS STEPS | RESPONSIBILITY
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1. Contacts the appropriate faculty members to determine interest and feasibility of appointment. | Applicant
2. Confirms school/department policy related to Visiting Student Researcher appointments. | Faculty member

**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][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.

**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.

**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