

**Pratt Institute**  
**NON-MATRICULATED STUDENT**  
**APPLICATION/REGISTRATION FORM**

(Please Print)

- Non-Matriculated students wishing to take courses at Pratt Institute must complete the following form and return it to the Registrar's Office with a **\$50 non-refundable application fee**.
- Before you can be registered for the classes below, the Registrar's Office must obtain permission from the Department Chairperson offering the course. Please allow 3 weeks for this process.
- Non-Matriculated students are not eligible for financial aid.

|   |       |   |                              |
|---|-------|---|------------------------------|
| Today's date:   |       |   |                              |
| <b>STUDENT INFORMATION</b>  |       |   |                              |
| Student's Name Last:  |       | First:  | Middle:                      |
|   |       | Birth date: / /   |                              |
| Social Security/Pratt ID no.:   |       | Sex: <input type="checkbox"/> M <input type="checkbox"/> F  |                              |
| <b>MAILING ADDRESS</b><br>Street address:   |       |   | phone numbers:<br>( )<br>( ) |
| P.O. box:   | City: | State:  | ZIP Code:                    |
| <b>PERMANENT ADDRESS</b><br>Street address:   |       |   | Apt #                        |
| P.O. box:   | City: | State:  | ZIP Code:                    |
| Email Address:  |       | Emergency Contact:  | Emergency phone no.:<br>( )  |
| Have you ever registered at Pratt before? :<br><input type="checkbox"/> NO <input type="checkbox"/> YES |       | If "YES", When _____, as a<br><input type="checkbox"/> Special Non-Matriculated or <input type="checkbox"/> Degree/Matriculated     |                              |
| <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate                                |       | Are you currently a registered Pratt student? <input type="checkbox"/> NO <input type="checkbox"/> YES<br>If yes what program _____ |                              |
| How many credits have you previously earned at Pratt Institute? _____                                   |       |   |                              |

| <b>NON MATRICULATED STUDENT REGISTRATION</b> |         |              |         |     |      |                     |
|--|---------|--------------|---------|-----|------|---------------------|
| Course Number                                | Section | Course Title | Credits | Day | Time | Start Date of Class |
|  |         |              |         |     |      |                     |
|  |         |              |         |     |      |                     |
|  |         |              |         |     |      |                     |
|  |         |              |         |     |      |                     |
|  |         |              |         |     |      |                     |

Non-Matriculated students may attempt to take no more than 6 credits per semester and a total of 12 credits as a non-matriculated student. These are not counted toward a degree until a formal application is made and the student has been accepted to a degree program. If you plan to matriculate at a later time you need to make your advisor aware of your intent so you can be properly advised.

The information supplied on this form is true to the best of my knowledge and belief.

**Applicant's Signature** (required) \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

| <b>For Internal Office use Only</b> |  |   |   |                  |
|-------------------------------------|--|---|---|------------------|
| Bursar Office                       | Application Fee Paid<br><input type="checkbox"/> NO <input type="checkbox"/> YES | <input type="checkbox"/> Approved to Register | <input type="checkbox"/> Not approved to register | Signature: _____ |
| Admissions Office                   | <input type="checkbox"/> Admitted  | <input type="checkbox"/> Approved to Register | <input type="checkbox"/> Not approved to register | Signature: _____ |
| Department Chairperson              |  | <input type="checkbox"/> Approved to Register | <input type="checkbox"/> Not approved to register | Signature: _____ |
| Registrar's Office                  | <input type="checkbox"/> Registered  | <input type="checkbox"/> Class Cancelled      | <input type="checkbox"/> Class Closed             | Signature: _____ |