Molloy College
Non-Matriculated Application for Admission and Registration Form
Graduate Credit - Summer Sessions 2016

This form, along with the Student Information Sheet, the Emergency Contact Form, and, if necessary the Health Forms, are to be used by teachers who are applying for graduate credit for the Summer Institutes. Teachers who wish to register on a Non-Credit basis should refer to the Non-Credit Registration Form on the webpage. Current Molloy students should contact their advisor to register. The completed forms, along with payment, can be mailed, faxed or presented in-person to: Division of Continuing Education and Professional Development, Molloy College, 1000 Hempstead Avenue, PO Box 5002, Rockville Centre, New York 11571; Fax (516) 323-3560 or (516) 323-3561.

Please type or print clearly – All information must be completed.

Name: Last _______________________________ First _________________________________ M (full) __________________________

Date of Birth ________/________/________ School _______________________________________ Grade ______

Home Address: _________________________________________________________________________________

Street              City              State            Zip

Home Phone (______)_________________________ Work Phone (______)____________________________

Cell Phone (______)__________________________  E-mail ____________________________________________

Reason(s) for applying as a non-matric student: _______________________________________________________

I understand and agree to comply with the regulations of Molloy College and accept the terms of payment of all tuition and fees stated in the College Catalogue. I certify that all items on this application are answered correctly and completely.

Signature of Student (Required) _______________________________________________________________ Date _______________

Registration and Tuition Information

Graduate Tuition: flat rate of $900 per 3-credit course (no additional fees) for teachers who are taking courses towards professional development and not towards a Molloy Master’s degree; tuition for Molloy College graduate students who have been approved to take this course as part of their degree program will be charged the regular rate of tuition, which is currently $1025 per credit, plus fees.

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<th>Course Number</th>
<th>Section</th>
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Tuition Total

Payment Method

Tuition or purchase order information is due at the time of registration. Your registration can not be processed without payment or PO information. Please indicate your method of payment:

_____ Check # ___________________________ Please make checks payable to: Molloy College

_____ Purchase Order Please attach PO, or attach contact information for billing.

_____ Credit Card: _____ Visa _____ MasterCard  Exp. Date (Month/Year) ________________________

Card Holder Name ________________________________________________________

Account Number ________________________________

Signature of Cardholder ________________________________

For Registrar’s Office Use:

Information Updated By _________ Data Entry Date __________ UG or GR Division? _____ 02/06
Please check here if you are a new student (Complete Biographical Section):  ____  Date: ____________

Current Information:

Social Security Number _____________________________ Student ID Number If Known ______________________

Name __________________________________________________________________________________________

Street ____________________________________________________ County of Residence_____________________

City __________________________________________ State ______________ ZIP __________-___________

Home Phone (________) _________________________ Cell Phone (________) ______________________________

Email Address* ___________________________________ Date of Birth ________________________________

Biographical Information:

Citizen of:
___ U.S. Citizen     ____ Resident Alien     ____ Non-Resident Alien

If not an U.S. Citizen, then what country are you a citizen of? ________________________________

Ethnic/Racial Origin (See backside for governmental descriptions):

Do you consider yourself to be Hispanic or Latino? (Y or N?) ________

In addition, select one or more of the following racial categories to describe yourself:

____ American Indian or Alaska Native Non-Hispanic
____ Asian
____ Black or African American
____ Native Hawaiian or Other Pacific Islander
____ White

Marital Status (Please Check One): Married (M) __________ Single (S) _____________

Sex (Please Check One): Male (M) ____________ Female (F) ____________

Religious Preference (Please Check One):

Roman Catholic (R) ___   Jewish (J) ___ Muslim (M) ___ Protestant (P) ___ Other (O) ___ None (N) ___

New Name (Name Change Only**): _________________________________________________________________

Maiden Name (Or Prior Names)____________________________________________________________________

New Address/ Street __________________________________________________ County of Residence__________

New City____________________________________________State___________ZIP_____________-____________

New Home Phone (________) _____________________ New Cell Phone (________) _______________________

New Non-Molloy Email* ________________________________________________________________

*Due to FERPA policies, Email from the college will be sent to your campus email account, once you are a student. Self-reported email addresses are listed as secondary records.

**Name changes to name must include appropriate documentation, such as court orders, governmental documents or marriage licenses. Please attach documentation.

Signature of Student (Required) __________________________________________________________________

For Registrar’s Office Use:
Updated By (Initials) __________ Data Entry Date __________ UG? _____ GR? _______ Revised 8/11/2010 Page 8
Emergency Contact Information

At least one Emergency Contact is required for All students:

Student’s ID#: ___________________________ Student’s Name: ________________________________

Emergency Contact #1 Information (For 1st Contact, must include required info):

First Name (Required): ________________________________

Middle Initial/Name: ________________________________

Last Name (Required): ________________________________

Relationship: ______________________________________

Home Phone (Required): ________________________________

Business Phone: ______________________________________

Cell Phone: ______________________________________

Email Address: ______________________________________

Notes:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Optional Emergency Contact #2 Information (For 2nd Contact, must include required info):

First Name (Required): ________________________________

Middle Initial/Name: ________________________________

Last Name (Required): ________________________________

Relationship: ______________________________________

Home Phone (Required): ________________________________

Business Phone: ______________________________________

Cell Phone: ______________________________________

Email Address: ______________________________________

Notes:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Form as of 3.8.2011
General Definitions of Non-Resident and Resident Alien:

An alien is an individual who is not a U.S. citizen. Aliens are classified as non-resident aliens and resident aliens by the Bureau of Citizenship and Immigration Services.

Definition of Resident Alien

Resident aliens generally are taxed on their worldwide income, similar to U.S. citizens.

To be classified as a resident alien, the individual must meet one of two tests:

1. Green Card Test

A non-resident alien is a lawful permanent resident of the U.S. at any time if they have been given the privilege, according to the immigration laws, of residing permanently as an immigrant. This status usually exists if the Bureau of Citizenship and Immigration Services has issued a green card.

2. Substantial Presence Test

A non-resident alien is classified as a resident alien for tax purposes if they were physically present in the U.S. for 31 days during the current year and 183 days during a three-year period that includes the current year and the two years immediately before that.

Definition of Non-resident Alien

If a person does not meet either the Green Card or Substantial Presence Test, then that person is classified as a non-resident alien.

- A new arrival on a J-1 or F-1 visa is generally a non-resident alien.

Non-resident aliens are taxed only on their income from sources within the U.S. and on certain income connected with the conduct of a trade or business in the U.S.

GO to IRS.Gov for References for detailed information on determining Resident and Nonresident Alien Status, specifically Publication 519, U. S. Tax Guide for Aliens.

Governmental descriptions for ethnic/racial origins, as used for IPEDS data collection:

- **Hispanic or Latino**
  A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- **American Indian or Alaska Native**
  A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

- **Asian**
  A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American**
  A person having origins in any of the black racial groups of Africa.

- **Native Hawaiian or Other Pacific Islander**
  A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White**
  A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Molloy College
Summer Sessions 2016
Non-Credit/In-Service Credit APSI Registration Form

This form is to be used only if you are taking the institutes on a non-credit/in-service basis. If you wish to take the institutes on a graduate credit basis, please download the graduate credit application and registration forms from our website at: www.molloy.edu/ce/ap. This completed form, along with payment or purchase order information, can be mailed, faxed or presented in-person at the address or fax number as indicated on the bottom of this form.

Online registration is available at: www.molloy.edu/ce/registration.

Please type or print clearly – All information must be completed.

Name: Last ________________________________________ First ___________________________________ MI ________

School ______________________________________ District ____________________________________ Grade ______

Home Address: _________________________________________________ ____________________________________

Street              City              State            Zip

Home Phone (______)_________________________ Work Phone (______)____________________________________

Cell Phone (______)__________________________  E-mail ________________________________________________

I understand and agree to comply with the regulations of Molloy College and accept the terms of payment of all tuition and fees stated in the College Catalogue. I certify that all items on this application are answered correctly and completely. I understand that if I enroll in this course on a non-credit, in-service basis I cannot opt to take this course for credit once the course has begun.

Signature of Student (Required) ___________________________ Date ___________

Registration and Tuition Information

In-Service Credit (Non-credit) Tuition: $795 per institute (no additional fees)

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_____ Credit Card: _____ Visa _____ MasterCard    Exp. Date (Month/Year) __________________________

Card Holder Name ________________________________________________________________

Account Number ___________________________________________________________________

Signature of Cardholder ___________________________________________________________