Visiting Student Permission Form
Office of Registration and Student Information Services

If you are enrolled at another college or university, and you are coming to Bergen to take a limited number of courses, we consider you to be a “visiting student.” As a visiting student you are subject to the same rules and regulations, academic and otherwise as any other student attending the College.

If any of the courses you are taking have prerequisites, you must complete this form. You must register for these courses in person (you may not use Web registration for these courses).

• Visiting students must satisfy the Basic Skills requirement for non-degree seeking students. See page 9 for further information.
• All visiting students need to complete a transcript request form at the time of registration. Upon completion of course/s, a transcript will be sent to Home College/University.
• This form must be submitted with your registration form. A letter of permission or similar form provided by your “home” college/university may be submitted in lieu of this form if it contains the required information.
• Each course you wish to take at Bergen must be co-signed by a Dean, Department Chair, or Registrar of your home college.
• If you are registering for a mathematics course that has a prerequisite listed under the course title, please attach a copy of a transcript or grade report showing your completion of the prerequisite. If you are presently enrolled in the prerequisite course, please bring a copy of your grade report to Registration.

PLEASE PRINT:

Name: __________________________________________

Address: __________________________________________

City: __________________ State: __________________ Zip: __________________

Phone: __________________ College ID No.: __________________

E-mail address: __________________________________________

Home College or University: ____________________________

Semester/Session in which you wish to enroll (Check one)  o Summer Session  o Fall  o Spring
Course in which you wish to enroll (The department code, course number, title and credits can be obtained from the Bergen course schedule). THIS MUST BE SUBMITTED ALONG WITH THE REGISTRATION FORM PAGE.

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Dean/Chair/Registrar’s Signature*</th>
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*Note: The signature must be obtained from a Dean, Department Head, Chair or Registrar at your home college. Please read the following statement and sign at the bottom of this form:
I certify that I have completed all prerequisites for the courses listed above.

Signature: __________________________________________ Date: __________________
Visiting Students

If you attend another college, and want to take a course/s at Bergen Community College, you may apply as a Visiting Student. To apply as a visiting student, complete the online application at www.bergen.edu/admissions. You must still show completion of any required prerequisites with an unofficial/official transcript or letter of authorization from your home college at time of registration.

FAQ’s for Visiting Students

WHAT IS A VISITING STUDENT?
A “Visiting Student” is anyone matriculated and in good standing at a college or university other than Bergen Community College. Most visiting students attend during the summer to make up missing credits or catch up on their course load.

WHAT IS THE ADVANTAGE OF VISITING STUDENT STATUS?
As a Visiting Student you are not asked to take the NJ College Basic Skills Test unless you are registering for developmental math/English courses.

DO I NEED TO APPLY TO BERGEN?
Yes, in most cases if you have never attended the College, you should complete an application online by applying as a non-degree seeking student with visiting student status. Please visit www.bergen.edu/admissions. A few days after completing the application, you may create your student account by following directions from the most current Registration Booklet’s Table of Contents. Our booklet is found on the Home Page, www.bergen.edu.

WHAT DOCUMENTATION DO I NEED AS A VISITING STUDENT?
It is the visiting student’s responsibility to verify that the course/s taken at Bergen will transfer to the home college and that the student has the prerequisites necessary. An unofficial/official transcript or letter of authorization from your home college will serve as a prerequisite when registering.

CAN I REGISTER ONLINE AS A VISITING STUDENT?
You can register for most 100 level courses online. Online registration is not for courses requiring a prerequisite or for developmental courses.

WHERE CAN I REGISTER FOR COURSES?
If you meet the requirements for registering online, you should register online. You also can register at the Registration Center, Room A-129 at the main campus in Paramus.

CAN SOMEONE ELSE REGISTER ME?
Anyone can register for you in person, however, please make sure that all documents are in their possession. (Registration form-both sides completed and signed, an unofficial/official transcript and payment). You also should give anyone registering you as much flexibility as possible. Example: if a course you wanted is at limit (closed), please give an alternate time and day.

WHEN IS PAYMENT EXPECTED?
If someone is registering for you, they should be prepared to pay at that time. Payments can be made by cash, check, money order, American Express, Mastercard, Visa, Discover Card or debit card.

For further information concerning registration, please visit our website www.bergen.edu.