



William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
PO Box 8795
Williamsburg, VA 23187-8795
(757) 221-2800 Fax: (757) 221-2151
registrar@wm.edu

NON-DEGREE SEEKING APPLICATION FORM

Non-Degree Seeking Status at the University is limited to the following circumstances:

1. Status is granted for one semester only; a new application must be filed for each term.
2. In fall and spring, non-degree seeking admission is available ONLY in one of the following circumstances:
 - a. Post-baccalaureate (requires proof of graduation and approval from the graduate program if graduate-level coursework is desired). USE THE FORM BELOW.
 - b. Visiting (one semester for a specified purpose by a student who is degree-seeking at another 4-year institution, either in the U.S. or abroad, with clear intent to return). One semester limit, except for certain exchange agreements. Visiting students are expected to enroll full-time (12 or more credit hours for undergraduates) unless part-time specific goals are approved in the application process and supported by the student's home institution. Visiting students must also include a letter of permission from their home institution (from the Registrar's Office or Academic Advisor) and a personal letter stating the reason for seeking visiting student status. USE THE FORM BELOW.
 - Visiting student status is not appropriate for recent applicants to the University who were denied admission.
 - c. Special categories of applicants will need to submit additional paperwork (e.g., Senior Citizens, Auditors, etc.); refer to www.wm.edu/registrar for more information and additional forms.
3. In summer only, the university may also enroll non-baccalaureate degree-holders for coursework below full-time status, without the formality of "visiting" status. USE THE FORM BELOW.
4. Registration for classes occurs after degree-seeking students have established their schedules, generally on the first day of the term.
5. Concurrently-enrolled high school students - **DO NOT USE THIS FORM**. This program requires recommendation from high school counselors, review of academic preparation, and approval by Undergraduate Admission. Complete the [NDS Application for Concurrent Students](#).

Instructions

1. Please type or print in ink.
2. Submit completed form to the Office of the University Registrar. We prefer to receive the form in person; if you must mail it, please watch for email notification of receipt and next steps, and for a "secure mailer" including your W&M portal information, which will be mailed to the address you list below.
3. If you wish to apply for in-state tuition eligibility, you must also submit the Application for In-State Tuition Privileges when you submit this application, or by the first day of classes. If you elect not to apply, please make a notation on the bottom of this form.
4. If your application is approved and processed, you will receive an email to the address provided on your application with instructions on setting up your W&M account, to gain access to email, Blackboard, and Banner. Most university communication will be sent to your W&M email address. If you have not received any communication within a week of the beginning of the term, please contact the Office of the University Registrar.
5. Information regarding registration dates, add/drop, withdrawal periods can be found at: <http://www.wm.edu/offices/registrar/?svr=web>



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William & Mary is required under federal law to request your taxpayer identification number, which for most enrolling students is a social security number, but providing it is optional. Federal law requires us to provide to the Internal Revenue Service certain information about all enrolled students, including a taxpayer identification number when one is provided. The University reserves the right to deny admission to convicted felons or persons not eligible to return to the last institution attended.

Under §23-2.2:1 of the Code of Virginia and the regulations thereunder, every institution of higher education located in Virginia is required to provide to the State Police your name, date of birth and expected date of attendance. When you enroll, William & Mary must comply with this legislation and will do so in a way that safeguards the information provided.

Information regarding your ethnicity is voluntary and allows the University to comply with the reporting requirements of the State Council for Higher Education in Virginia.

APPLICANT/STUDENT INFORMATION

Name: _____ **Semester/Year:** _____
Last First Middle

Social Security Number : _____

Is this your first William & Mary course? Yes No **If no, please indicate date(s) of last attendance** _____

Mailing Address: _____
Street City State Zip

Home Phone: (____) _____ **Cell Phone:** (____) _____ **Business/Work Phone:** (____) _____

Local Address: _____
Street City State Zip

Local Phone: (____) _____ **Current E-Mail Address:** _____

Citizenship: U.S. Citizen Permanent Resident **Sex:** Male Female **Date of Birth:** _____

Non-U.S. Citizen (List Country of Citizenship/Visa status and **provide copy of I-94**) _____

Ethnic Background: Please select one: Hispanic or Latino Not Hispanic or Latino

Please select ALL that apply:

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Please check the appropriate box below to indicate your enrollment status for the term:

- Post-baccalaureate (attach transcript) Degree: _____ Date: _____ Institution: _____
- Visiting student from _____ (Attach transcript, pre-approval for transfer and personal statement)
- Summer student (no degree required); most recent college: _____
- Employee utilizing Employee Educational Assistance
- Other _____

Please answer the following: Have you ever been suspended from or otherwise deemed ineligible to return to any educational institution? Yes No
If yes, please explain _____.

I certify that the information in this application is my own and has been prepared by me. If I enroll, I agree to abide by the graduate or undergraduate Honor Code, as well as the rules and regulations of the university. Both the current Undergraduate Catalog and the Student Handbook are accessible on the University's website. I understand that any untruthful statement in this application would subject me to immediate dismissal from the university, if I am admitted.

Applicant/Student Signature (no font or electronic signature): _____

*******OFFICE USE ONLY*******

Student ID #: _____ Domicile App. Received: YES NO

Processed by: *Initials* _____ *Date* _____ Grad Date entered in SGASTDN: _____

Transcript received and attached: _____ (Fall/Spring Only) *Revised: 2/2022*