



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](http://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>

