



George Mason University Non-Degree Application Information for non-Mason Students

The Smithsonian-Mason School of Conservation has special permission to accept non-Mason students into our program, but students still need to go through the application process to be entered in order for us to grant credit. Please go through the admissions process **prior** to submitting your deposit, or it will be returned to you. Note that admission to George Mason University as a non-degree student is not guaranteed, and we are unable to accept students into the semester program who are not accepted. Any incorrect or missing information could delay your application.

1. Go to <http://admissions.gmu.edu/ApplyNow/> and choose the Undergraduate application, even if you have already graduated.
2. On the next screen please answer all of the required questions for part 1 of the Mason undergraduate application.

Under “Academic Interest”, there is no option for our program, so please either pick a degree you would be interested in or scroll to the bottom and choose “Undecided Bachelors”. Once you have created your user name and password, you may access the application at your convenience.

3. You will be taken back to the login screen, where you may enter in your newly created user name and password to enter the application. Click to agree to the terms of service, then on the next screen, click the blue box to start your application.
4. Once you have entered the application, you will see a yellow bar along the left side of the screen that will show you each section of the application. Click on the first section, “Educational Intent” to enter that portion of the application. Directions for each screen of the application are shown below:

- Section 1 – Educational Intent - Click on the first section of the application on the left, which will be “Educational Intent”:
 - a. Select that you are applying as a Non-Degree student from the drop-down menu.
 - b. Under “Course of Study” select “Undergraduate Courses within College of Science.”
 - c. If you want to be considered for in-state tuition at Mason, you must select “yes” under the question “Will you apply for Virginia in-state tuition rates?”
 - d. When you are finished with this screen, click the Save & Continue button at the bottom of the screen to advance to the next section.
- Section 2 – Personal Information - Under the “Personal Details” section of the application:
 - a. Fill out personal details here including indicating whether or not you are applying for in-state tuition or not. When you are finished with this screen, click the Save & Continue button at the bottom of the screen.

Section 3 – High School

- a. Fill out your high school information, and click Save & Continue

Section 4 – College

- a. Enter in your college or university information. If you attended several, please enter in the most recent college attended and you will be directed to list the other institutions later in the application.
- b.

Section 5 – Application Information:

- a. Choose Full-time
- b. Under “Do you wish to live on campus?” choose, Yes.
- c. Answer remaining questions as applicable, then click the Save & Continue button.

Section 6 – Non-degree Applicants:

- a. Answer all applicable questions
- b. The last question asks you to list the courses for which you intend to enroll while enrolled as a non-degree student. In the box provided enter “Smithsonian-Mason School of Conservation semester program”, then click the Save & Continue button.

Section 7 - Transfer Supplemental Information:

- a. Do not worry about submitting a transcript or stating why you may have been out of school and do not submit a personal statement.
- b. Under Previous College 2 – enter in any additional colleges or universities you may have attended, if applicable click the Save & Continue button.

Section 8 – International Information

- a. Fill out the required information if you are an international student, otherwise there are only 2 questions that are required from all students; native language and your permanent address.
- b. Click the Save & Continue button to move on to the next screen.

Section 9 – Application Fee Information

- a. Select “Yes” for requesting an application fee waiver and also select “Yes” for acknowledging that you are eligible for an application fee waiver.
- b. The next question will ask you to select your application type, and select “Freshman” from the drop down menu.
- c. The next question will ask if you meet the stated qualifications, please select a fee waiver, and select “College Board Fee Waiver” from the drop-down menu.

Section 10 – Application Certification and Honor Code

- a. Please answer all the requested questions and then click the Save & Continue button.

Section 11 – In-State or Out-of-State Tuition

- a. The next screen will be dependent upon your permanent address. If you qualify for In-State Tuition you may be requested to submit supporting documentation.

The non-degree admissions office requires official transcripts from every college/university you have attended. If you submitted **official** academic transcripts with your Smithsonian-Mason application, they will be forwarded to the non-degree admissions office, so you do not need to resubmit them. If you did not send official transcripts and simply sent us copies, you will need to have your official transcripts sent to:

Non-degree Admissions
George Mason University
4400 University Drive, MS 3A4
Fairfax, VA 22030

Please send your transcripts along with any other required supporting documentation to the Non-degree Admissions office as soon as you can to expedite your application and full acceptance into the program. After your application to Mason is approved, you will receive a Mason ID number (G#). **Please keep track of this number, as you will need it to register for you Mason e-mail and in order to submit your deposit to hold your place in the program.** Please let us know as soon as you receive your admission to Mason and also when you submit your deposit.

For any questions about the non-degree application process, please e-mail us at smconservation@gmu.edu or call at (703)993-5336.

Additional resources from George Mason University Admissions

- Helpful Hints for Completing George Mason University's Online Admissions Application at: <http://admissions.gmu.edu/applicationHints/>
- For information on Mason tuition payment and payments plans: <http://studentaccounts.gmu.edu/>