

**OFFICE OF THE REGISTRAR****Authorization to Register for Courses at
Fashion Institute of Technology****Procedure:**

1. Meet with Department Chair for course approval.
2. Complete this form, obtain Department Chair's signature, and forward the form to berenregistrar@yu.edu.
3. If you are taking an FIT course for the first time, enroll online as non-degree student at <https://www.fitnyc.edu/academics/academic-divisions/ccps/register/credit-courses/index.php>. You are responsible to pay the \$65 non-refundable fee at the time of enrollment (not reimbursed by YU).
4. Register for the class after you receive your login email from FIT (takes 24–48 hours after enrollment). *If your approved class has major or pre-req restrictions, see Department Chair for instructions on requesting waivers/permission from FIT.*
5. Pay the tuition for the class(es). A payment plan is offered by FIT.
6. Email proof of registration/payment to the Beren registrar, berenregistrar@yu.edu, and Student Finance, accounts@yu.edu. Copy the Department Chair on this email.

Notes:

1. F.I.T. is a state operated institution. Therefore, students who are residents of NY State and provide proof of residency status when they register for courses at F.I.T. are afforded in-state tuition rates. NY State County Residents (non-NYC Residents) may obtain a county certificate from their home county to submit to the F.I.T. Bursar. F.I.T. may bill the higher out-of-state rate for students who are not NY State residents and/or do not supply proof of residency status at registration. Students may be responsible for the higher (out of state) rate if they are NY State County residents but do not present county residence certificates. Students should note that simply living in a college dorm does not meet the state regulations for NY State residency for tuition purposes.
2. Students pay for their classes directly to FIT and forward the paid FIT invoice to lagares@yu.edu and/or accounts@yu.edu.
3. The student's account is credited for the exact amount paid to FIT based on the invoice **after** the FIT drop/add deadline. (Monies paid for dropped courses are not credited to the student's account.)
4. If the FIT credit creates a credit balance in the student's account, the money will be refunded to the student.
5. If the FIT credit doesn't create a credit balance, the money will not be refunded but will apply toward the amount due to YU.

Name: _____ YU ID #: _____
LAST FIRST STARTS WITH # 800 or 999

Phone: _____ YU Email: _____

Semester: ☐ Fall ☐ Spring ☐ Summer 20____ Major/Minor: _____

Courses:	1. _____	Credits: _____
	2. _____	Credits: _____
	3. _____	Credits: _____
	4. _____	Credits: _____

Student's Signature: _____ Date _____

YU Department Signature _____ Date _____

YU Registrar Signature _____ Date _____

YU Dean Signature _____ Date _____

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1. FIT courses may only be taken after completion of one semester of coursework in the major/minor at Yeshiva University."
2. Student must have a Shaped Art or an English Communications major/minor at Stern College.
3. F.I.T. course(s) taken for the major/minor at Stern College must receive department approval.
4. Stern College will pay F.I.T. for up to 10 credits for the major or up to 5 credits for the minor.
5. Authorized course(s) taken on the F.I.T. Joint Program may count toward residency requirements.
6. Yeshiva University will pay for these credits only while students are enrolled as full-time students during the fall or spring semester. Charges for courses taken during a summer session will be the responsibility of the student.
7. Students should check the F.I.T. academic calendar to verify that their classes and exams are not held on Jewish holidays. Students should not register for such classes. Stern College or F.I.T. are not responsible for problems that arise as a result of holiday conflicts.
8. The student must present a copy of her F.I.T. registration to the Beren Campus Registrar or assume payment of the courses involved.

I have reviewed the guidelines above as well as those on the Authorization Form and agree to the conditions as stated.

Name: _____ YU ID #: _____
LAST FIRST STARTS WITH # 800 or 999

Signature: _____ Date _____