Application for Transfer and Readmission to Undergraduate Admission

Instructions
Please be sure to read all information and instructions carefully before completing your application.

Submitting your application
Completed application forms should be returned to the Office of University Admissions with a non-refundable application fee of $70. Make your check or money order payable to New Jersey Institute of Technology. You may submit your application electronically via our website: www.njit.edu/admissions/apply-online.php

Academic Records
All academic records must be sent directly from the institution where courses were taken to the Office of University Admissions at NJIT, University Heights, Newark, NJ 07102-1982. Transcripts must bear the school seal. Unofficial transcripts are not acceptable.

Albert Dorman Honors College
Students with exceptional records of academic achievement may be eligible for admission to the Albert Dorman Honors College. Be sure to complete the Honors application (Part VI) and submit to the Honors College.

Transfer Applicants
A student applying for admission as a transfer student is someone who has attended a college or university following graduation from high school. These applicants should complete Parts I, II (Section A), III, IV and V. In addition, transfer students must request that official transcripts be sent directly from each institution the student attended. Transcripts should be sent to the address indicated in “Academic Records” (above).

Students applying to the programs in the College of Art & Design are required to submit a portfolio of creative work to be considered in the admissions process. The portfolio submission requirements can be found at art.njit.edu/admissions/

SAT scores and high school transcripts may be required of transfer students who have completed less than two full years (64 credits) of college level work.

The transfer application deadline for all programs for the fall semester is June 1. The application deadline for all programs for the spring semester is November 15. Those students who apply early can benefit from advance course selection, cooperative education/internship placement, and priority for financial aid.

Students who have attended foreign institutions of higher education must also submit an evaluation of their work from World Education Services, Inc. (www.wes.org) or another approved evaluation service. Academic departments reserve the right to make final decisions on the acceptance of foreign transfer credit.

Readmission Applicants
Students who have been officially accepted at NJIT, have attended classes and earned grades, and then have not attended NJIT for a period of at least 1 semester must apply for readmission. These applicants should complete Parts I, II (Section B), III, IV, and V.

The readmission application deadline is August 1 for the fall semester and November 15 for the spring semester. Files not complete by the deadline will be withdrawn from consideration; at the applicant’s written request, they may be updated to the following semester.

International Applicants
A person applying to NJIT as an international student is an individual who is neither a U.S. citizen nor a permanent resident. Due to the additional time necessary to evaluate international student credentials, it is recommended that students begin the application process at least six months prior to the beginning of the semester in which they wish to commence their studies. These applicants should complete Parts I, II (Section C), III, IV, and V.

The required credentials for international transfer applicants include:
• An evaluation of the transcripts from World Education Services, Inc. (www.wes.org) or another approved evaluation service (www.naces.org/members.htm)
• An affidavit of financial support with bank verification
• An official “Test of English as a Foreign Language” (TOEFL) score report (minimum score of 79 for the Internet-based test) or official International English Language Testing System (IELTS) score report (minimum score of 6.0).
• A photocopy of the picture page of the applicant’s passport
• Although not required, it is recommended that students submit notarized copies of university transcripts.
**Part I**  *(Please print clearly or type)*

<table>
<thead>
<tr>
<th>Entering Status:</th>
<th>☐ Transfer</th>
<th>☐ Readmit</th>
<th>☐ Full Time</th>
<th>☐ Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering Term:</td>
<td>☐ Fall</td>
<td>☐ Spring</td>
<td>Year: 20___</td>
<td>☐ Part Time</td>
</tr>
</tbody>
</table>

Social Security Number: ____________ - ____________ - ____________

Name ____________________________ Last (Family) | First | Middle

Other names that may appear on your credentials: __________________________________________

Permanent address  

Mailing address *(if different from above)*  

(Valid until date: _____ / _____ / _____)

E-mail address ________________________________________________

Home Telephone (_____) ________________________________________ Business Telephone (_____) _____________________________

Cell Phone *(optional)* (_____) _________________________________ Date of Birth _____ / _____ / _____

Marital Status *(optional)* ________________________________ Gender *(optional)* ______________________________

If you are a resident of New Jersey, how long have you lived in New Jersey? _______________  In what county? _________________________

Are you a U.S. Citizen?  ☐ Yes  ☐ No  *(If not, you must complete Part II, Section D.)*

Demographics

1. Are you Hispanic / Latino *(A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture of origin, regardless of race)*?  ☐ YES, Hispanic / Latino  ☐ NO

If you answered YES to the above, please indicate how you identify yourself as a Hispanic / Latino.  Please check all that apply.

- ☐ Central American *(Nicaragua, Guatemala, etc.)*
- ☐ Cuban
- ☐ Iberian-European *(Spanish, Portuguese)*
- ☐ Mexican
- ☐ Puerto Rican
- ☐ South American *(Brazil, Venezuela, Argentina, etc.)*

2. Regardless of your answer to the prior question, please indicate how you identify yourself.  Check all that apply.

- ☐ Having origins in any of the original peoples of the Americas
  - ☐ American Indian
  - ☐ Alaskan Native
- ☐ Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
  - ☐ Asian American
  - ☐ Central Asian *(Mongolia, Kazakhstan, etc.)*
  - ☐ East Asian *(China, Japan, Korea, Philippines, etc.)*
  - ☐ South Asia *(India, Pakistan, Bangladesh, etc.)*
  - ☐ Southeast Asia *(Indonesia, Thailand, Vietnam, etc.)*
- ☐ Having origins in any of the original peoples of central or southern Africa or the Caribbean
  - ☐ African American/Black
  - ☐ Caribbean *(Haiti, Dominican Republic, Barbados, Jamaica, Trinidad, etc.)*
  - ☐ Central African *(Congo, Kenya, Uganda, etc.)*
  - ☐ Southern African *(Namibia, Madagascar, South Africa, etc.)*
- ☐ Having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands
  - ☐ Pacific Islander *(Fiji, Guam, Samoa, Tahiti, etc.)*
  - ☐ Native Hawaiian
  - ☐ Aborigine *(Australian or Pacific native)*
- ☐ Having origins in any of the original peoples of Europe, the Middle East, or Northern Africa
  - ☐ White American
  - ☐ Eastern European *(Ukraine, Poland, Albania, etc.)*
  - ☐ Indo-European *(Turkey, Azerbaijan, Afghanistan etc.)*
  - ☐ Middle Eastern *(Israel, Jordan, Lebanon, etc.)*
  - ☐ Northern Africa *(Morocco, Algeria, Egypt, etc.)*
  - ☐ Western Europe *(Italy, Sweden, Germany, etc.)*
  - ☐ Australian, New Zealander *(not an indigenous person)*

Guardian’s name ____________________________________________ Last | First  Relationship ____________________________________________

E-mail Address ____________________________________________  Last | First

Guardian’s Name ____________________________________________ Last | First  Relationship ____________________________________________

E-mail Address ____________________________________________  Last | First

Did your parents graduate from a four-year college/university?  Mother  ☐ Yes  ☐ No  Father  ☐ Yes  ☐ No

Do you know any NJIT graduates? Include parents, guardians, other family members and friends.  ☐ Yes  ☐ No

Name ____________________________________________ Relationship ____________________________________________

Name ____________________________________________ Relationship ____________________________________________
### Part II

#### A. Transfer applicants must complete this section

<table>
<thead>
<tr>
<th>Institutions beyond high school</th>
<th>College code number</th>
<th>Dates attended: From/To</th>
<th>Major</th>
<th>Degree awarded</th>
</tr>
</thead>
<tbody>
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</table>

Present/Last institution attended

(If you attended more than two colleges, please attach a list indicating additional schools and dates attended.)

Special Programs/Honors: [ ] Educational Opportunity Fund [ ] Phi Theta Kappa [ ] Other: Identify _______________________________

Please attach a list of courses you are currently enrolled in, if any.

#### B. Readmission applicants must complete this section

<table>
<thead>
<tr>
<th>Institutions attended since leaving NJIT</th>
<th>College code number</th>
<th>Dates attended: From/To</th>
<th>Major</th>
<th>Degree awarded</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Present/Last institution attended

#### C. International/Permanent resident applicants must complete this section

Country of citizenship __________________ Country of Birth __________________

Do you plan to attend NJIT on F-1 (student) status? [ ] Yes [ ] No

If yes, you must attach a photocopy of the picture page of your passport, and you must provide your permanent international address in Part I. Post office boxes are not acceptable.

If not, state your current non-immigrant status __________________

(You must attach a photocopy of your visa indicating this status.)

If you are currently on student status, name the school that issued your current I-20. __________________

Are you currently in the U.S.? [ ] Yes [ ] No If yes, how long will you be in the U.S. __________________

Are you a permanent resident of the United States? [ ] Yes [ ] No

(If yes, you must submit a copy of your alien registration card, front and back. Your application cannot be processed without this. The university reserves the right to verify permanent residency status with U.S. Immigration and Customs Enforcement.)
Part III

Desired academic major (check only one)

College of Architecture and Design
- Architecture
  - Bachelor of Architecture (5-years)
  - Bachelor of Science (4-years)
- Digital Design
- Industrial Design
- Interior Design

College of Computing Sciences
- Bioinformatics
- Business & Information Systems
- Computer Science (also check BS or BA)
  - Bachelor of Science
  - Bachelor of Arts
- Computing & Business
- Human-Computer Interaction
- Information Systems (BA)+
- Information Technology
- Web and Information Systems

College of Science and Liberal Arts
- Applied Physics
- Biochemistry
- Biophysics
- Biology+ (also check BS or BA)
  - Bachelor of Science
  - Bachelor of Arts
- Chemistry
- Communication and Media
  (also check BS or BA)
  - Bachelor of Science
  - Bachelor of Arts
- Environmental Science
- History+
- Law, Technology and Culture+
- Mathematical Sciences
- Science, Technology and Society
- Theatre Arts and Technology

School of Management
- Business

Newark College of Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering Science
- Industrial Engineering
- Mechanical Engineering

Engineering Technology (check one option)
- Computer Technology
- Concrete Industry Management Technology
- Construction Engineering Technology
- Construction Management Technology
- Electrical and Computer Engineering Technology
- Mechanical Engineering Technology
- Medical Informatics Technology
- Surveying Engineering Technology
- Technology Education
- Telecommunications Management Technology

+Offered jointly by NJIT and Rutgers University-Newark College of Arts and Sciences.
Part IV

Optional Essay

If you’d like, copy or attach one of your best essays or stories. Or tell us about an achievement or ability not reflected in this application.

___________________________________________________________________________________________________________________
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Part V

1. To complete this application, be sure you:
   - Enclose the $70 application fee
   - Request that the required transcripts and test scores be sent to the Office of University Admissions at NJIT.

2. Have you ever been convicted of a felony?  ☐ Yes  ☐ No  If yes, please explain in detail on a separate sheet.

3. Have you ever been suspended from any school?  ☐ Yes  ☐ No  If yes, please explain in detail on a separate sheet.

4. Sign and Date:
   I acknowledge that if I have omitted pertinent information, or have submitted inaccurate or false information, NJIT has the right to refuse or rescind admission.

Signature of Applicant ______________________________________________________ Date ______________________________________

Special Notes

Social Security Number
Your social security number is requested solely for identification purposes. Access to student social security numbers is restricted to offices requiring that information to comply with federal and/or state regulations. You will be issued a student identification number for internal use by all other offices.

Information Exchange
NJIT routinely provides information about student academic performance to high schools, county colleges and four-year colleges and universities to validate academic policies developed by participating institutions.

Title IX Compliance
NJIT does not discriminate on the basis of sex, sexual orientation, race, age, religion, national or ethnic origin, veteran’s status, or handicap in its educational programs, activities, or employment policies. The university has committed itself to a program of affirmative action and is in compliance with Title IX.

College Code Numbers
Contact the office of admissions or the registrar’s office of the institution you attended.
Mail Application to:
New Jersey Institute of Technology
P.O. Box 18087
Newark, NJ 07191-8087

Telephone: (973) 596-3300
1 (800) 925-NJIT (Admissions only)
FAX: (973) 596-3461
www.njit.edu