

GUIDE TO COMPLETING AN APPLICATION FOR ADMISSION TO GRADUATE STUDY

HOW TO APPLY

1. A non-refundable application fee of \$60 is required for all applicants to a graduate degree program. Please make the check or money order payable to NJIT.
2. Students may submit an application to only one degree program per semester.
3. **Send application and all supporting materials to:**
Office of Graduate Admission
New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
4. Inquire about the status of your application:
 - Internet: www.njit.edu/admissions/check-status.php
 - E-mail: admissions@njit.edu
 - Telephone: (973) 596-3300
 - Fax: (973) 596-3461

APPLICATION DEADLINE

1. Applications must be received at NJIT by the following dates:

Fall/September Semester	Financial Aid Consideration - January 15 International Applicants - May 1 Domestic Applicants - July 1
Spring/January Semester	Financial Aid Consideration - October 15 International Applicants - October 15 Domestic Applicants - November 15

2. The application review process will not begin until all required credentials are received.

GENERAL ADMISSION REQUIREMENTS (All Applicants)

1. All applicants to a master's degree program must have successfully completed a four-year baccalaureate degree (or its equivalent) from an accredited college or university.
2. The minimum grade point average (G.P.A.) requirement for all applicants to a master's degree program is 2.8 on a 4.0 scale. Doctoral applicants are required to have a minimum 3.5 G.P.A.
3. Official transcripts and proof of degree completion from all colleges and universities attended must be submitted with the application in the original, sealed envelope. Note: NJIT graduates do not need to submit their transcripts.
4. Letters of Recommendation are required as follows: one letter for master's degree programs, and three letters for Architecture, Infrastructure Planning, Environmental Policy Studies, Professional and Technical Communication, Biology (M.S., Ph.D.) and all doctoral degree programs. Recommendations from faculty members are preferred; however, applicants with substantial work experience may provide recommendations from a supervisor or colleague.
5. Doctoral applicants must submit a personal statement that details their intended area of specialization.
6. Standardized test requirements:
 - Graduate Record Examination (GRE general test) required as follows:**
 - All applicants whose prior earned degree is from outside the United States.
 - All applicants to a doctoral program.
 - All applicants to the master's programs in Applied Chemistry, Applied Physics, Architecture, Biology, Infrastructure Planning.
 - Graduate Management Admissions Test (GMAT)**
 - Required for all applicants to the School of Management (MBA and MS in Management).
7.
 - International students not holding a degree from a United States post-secondary institution must submit either TOEFL or IELTS exam results.
 - TOEFL: A minimum score of 79 (internet-based), 550 (paper-based) or 213 (computer-based) is required for all applicants.
 - IELTS: For the International English Language Testing System (IELTS), a minimum score of 6.5 with no subscore lower than 6.0 is required.
8. **Applicants to the New Jersey School of Architecture** programs are required to complete a supplementary form to this application. Additional information required includes: a personal statement, a portfolio and three letters of recommendation. Contact the New Jersey School of Architecture directly for more information at (973) 596-3078 or architecture.njit.edu.
9. **Applicants to the MS in Environmental Policy Studies** are required to submit a supplemental form to this application. The form is available at: www.njit.edu/admissions/pdf/MS-EPsapp.pdf
10. **Applicants to the MS in Professional and Technical Communication** are required to submit a supplemental form to this application. The form is available at: <http://www.njit.edu/admissions/pdf/MS-PTCapp2.pdf>

TYPES OF APPLICATIONS

1. **Readmission:** Students who were previously enrolled in a graduate degree program at NJIT, but have not been officially enrolled for one regular semester or more, must submit an application for readmission. Students should be advised that readmission is not guaranteed, and the \$60 application fee is required.
2. **Deferral of Admission:** All requests must be made in writing to the Office of Graduate Admission. Applicants are allowed a one-semester deferral after which a \$60 reapplication fee is required. International applicants requiring new certificates of eligibility must return the original certificates (I-20, DS-2019) before a new one can be issued. An affidavit of support accompanied by current documentation of available funds must also be submitted.
3. **Department Transfer:** Students are admitted to one graduate degree program and not to the university as a whole. Students who wish to change their major must file an application for the new program and remain in the original program for one full year.

The Office of Graduate Admission will hold application materials for a period of one year from original date of submission. All materials for applicants who have not enrolled in NJIT within one year of applying will be discarded and destroyed.

ACADEMIC AWARDS/FINANCIAL ASSISTANCE

NJIT offers a variety of financial support options for which qualified full-time students may apply. Applicants may request to be considered for awards at the same time that they submit the application for admission. These teaching, research and graduate awards are offered to the most academically accomplished applicants. Early submission of the application for admission is strongly encouraged. Other on-campus funding opportunities for admitted and enrolled students include industry co-op and hourly on-campus employment. Further information is available at www.njit.edu/financialaid/graduate/financial_support.php

RESIDENCY (In-State Tuition)

U.S. citizens must be a resident of the state of New Jersey for one year prior to the date of application to NJIT to qualify for in-state tuition. Foreign nationals are required to hold U.S. permanent residency and be a resident of the state of New Jersey for one year prior to the date of application to NJIT.

eLEARNING AND EXTENSION PROGRAMS

NJIT offers a variety of courses and degree programs in other areas of New Jersey through the university's extension programs and telecommunications technology delivery system (ACCESS/NJIT). Admissions requirements and the quality of instruction are equal to that found on-campus. For current information on courses, degree programs and locations, please contact the Division of Continuing Professional Education at adultlearner.njit.edu or (800) 624-9850.

JOINT GRADUATE DEGREE PROGRAMS

NJIT cooperates with Rutgers-Newark and with UMDNJ in unique offerings of joint master's and doctoral programs. Students interested in the M.P.H. in Public Health should contact UMDNJ for application material. Students interested in the M.A. in History should contact Rutgers-Newark for application materials.

INTERNATIONAL APPLICANTS

1. Academic Credentials

- Official transcripts and proof of degree completion from all post-secondary institutions are required. All documents must have the official seal or stamp of the issuing institution. Photocopies are not acceptable unless notarized and certified as true copies.
- All transcripts must be in English. If not, please arrange to have the transcripts translated by an official translation agency and then evaluated by the World Education Services. There is a fee for this service. An application for this evaluation can be obtained at www.wes.org.

2. Financial Documentation

All international students are required by law to document that they have financial resources adequate to meet the educational and living expenses required for the duration of study at NJIT. This must be provided before a certificate of admission and eligibility (I-20 or DS-2019) can be issued to an F-1 or J-1 student. Applicants who are being supported by a Government Agency or a non-profit organization must provide proof of sponsorship prior to the issuing of a certificate of admission and eligibility.

Either of the following requirements is acceptable:

- If the applicant is supporting him/herself, he/she must submit a recent bank statement (no older than 6 months prior to the beginning of the initial semester of attendance) verifying the amount of money in his/her account. This amount must be at least \$37,500 (2009/2010 academic year) and must be translated into United States dollars at the current rate of exchange.
- If another person is sponsoring the applicant, an affidavit of support or U.S. Government Form I-134 from the sponsor must be submitted which states specifically what support the sponsor will be providing (i.e.; amount of room and board and/or tuition) and the duration of support. The affidavit must be accompanied with an original and current bank statement verifying the availability of the sponsor's funds. The bank statement must contain at least \$37,500 (2009/2010 academic year) and be translated into U.S. dollars at the current rate of exchange.

All bank statements must be current and original. Photocopies are not acceptable.

- 3. Submit Copies of visa, passport, I-20 or DS-2019, green card or any other immigration documents.**

GRADUATE TUITION AND FEES

Current tuition and fee rates are available at www.njit.edu/bursar/tuition/grad-tuition.php.

Applicants can also use the online tuition calculator at www.njit.edu/admissions/tuitioncalculator.php

NJIT GRADUATE DEGREE PROGRAMS				
Discipline/Area	Masters	Ph.D.	Master's at Extension Sites	Master's through Distance Learning
Applied Mathematics	MS			
Applied Physics (joint w/ Rutgers-Newark)	MS	PhD		
Applied Statistics	MS			
Architecture	M Arch			
Architectural Studies	MS			
Bioelectronics	MS			
Bioinformatics	MS			
Biology (joint w/ Rutgers-Newark)	MS	PhD		
Biomedical Engineering	MS	PhD (joint w/ UMDNJ)		
Biostatistics	MS			
Business and Information Systems	MS			
Chemical Engineering	MS	PhD		
Chemistry	MS	PhD		
Civil Engineering	MS	PhD		
Computational Biology (joint w/ Rutgers-Newark)	MS			
Computer Engineering	MS	PhD		
Computer Science	MS	PhD		
Computing and Business	MS			
Critical Infrastructure Systems	MS			
Electrical Engineering	MS	PhD		
Emergency Management and Business Continuity	MS			
Energy and Power Systems	MS			
Engineering Management	MS			X
Environmental Engineering	MS	PhD		
Environmental Policy Studies	MS		DEP	
Environmental Science (joint w/ Rutgers-Newark)	MS	PHD	DEP	
Healthcare Systems Management	MS			
Industrial Engineering	MS	PhD		
Information Systems	MS	PhD		X
Infrastructure Planning	MIP			
International Business	MS			
Internet Engineering	MS			
IT Administration and Security	MS			
Management	MS			
Management of Technology	MBA			
Manufacturing Systems Engineering	MS			
Materials Science and Engineering	MS	PhD		
Mathematical and Computational Finance	MS			

*Extension Sites: DEP-Department of Environmental Protection, DOT-Department of Transportation

NJIT GRADUATE DEGREE PROGRAMS
Discipline/Area

	Masters	Ph.D.	Master's at Extension Sites	Master's through Distance Learning
Mathematical Sciences (joint w/ Rutgers-Newark)		PhD		
Mechanical Engineering	MS	PhD		
Occupational Safety and Health Engineering	MS			
Pharmaceutical Chemistry	MS			
Pharmaceutical Engineering	MS			
Pharmaceutical Systems Management*	MS			
Professional and Technical Communication	MS			X
Software Engineering	MS			
Telecommunications	MS			
Transportation	MS	PhD	DOT	
Urban Systems (joint w/ Rutgers-Newark and UMDNJ)		Ph.D.		

*Extension Sites: DEP-Department of Environmental Protection, DOT-Department of Transportation