

# 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](http://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/](http://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](http://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](http://www.wes.org)) or another approved evaluation service ([www.naces.org/members.htm](http://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)

Entering Status: <input type="checkbox"/> Transfer <input type="checkbox"/> Readmit	<input type="checkbox"/> Full Time
Entering Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: 20_____	<input type="checkbox"/> Part Time

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
*Last (Family)* *First* *Middle*

Other names that may appear on your credentials: \_\_\_\_\_

Permanent address \_\_\_\_\_  
*Street* *City* *State/Country* *Zip/Postal Code*

Mailing address (if different from above) \_\_\_\_\_  
*Street* *City* *State/Country* *Zip/Postal Code*

(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*

E-mail Address \_\_\_\_\_ Relationship \_\_\_\_\_

Guardian's Name \_\_\_\_\_  
*Last* *First*

E-mail Address \_\_\_\_\_ Relationship \_\_\_\_\_

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**

Institutions beyond high school	College code number	Dates attended: From/To	Major	Degree awarded
_____	_____	____ / ____ - ____ / ____	_____	_____
<i>Present/Last institution attended</i>				
_____	_____	____ / ____ - ____ / ____	_____	_____
<i>(If you attended more than two colleges, please attach a list indicating additional schools and dates attended.)</i>				

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**

Last date of attendance \_\_\_\_\_  
 Were you in EOP?  Yes  No

Institutions attended since leaving NJIT	College code number	Dates attended: From/To	Major	Degree awarded
_____	_____	____ / ____ - ____ / ____	_____	_____
<i>Present/Last institution attended</i>				
_____	_____	____ / ____ - ____ / ____	_____	_____
_____	_____	____ / ____ - ____ / ____	_____	_____
_____	_____	____ / ____ - ____ / ____	_____	_____
_____	_____	____ / ____ - ____ / ____	_____	_____

**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.)*

**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 VI

Entering Status:  Transfer  Readmit  
Entering Term:  Fall  Spring Year: 20\_\_\_\_\_

### Application to NJIT's Albert Dorman Honors College

#### Your Application to Intellectual Challenges.

The Dorman Honors College is an enriching, individualized experience providing high-achieving students opportunities to conduct research, study abroad, participate in co-ops and internships, and receive academic scholarships. Transfer applicants are welcome to apply if they have outstanding records of a minimum GPA of at least 3.5. For additional information about the Honors College, visit our website at [honors.njit.edu](http://honors.njit.edu).

Please note that an essay (*topic below*) and letter of recommendation are required for all applicants. Qualified applicants will be contacted for an interview. If you have any questions regarding your application, please e-mail [honors@njit.edu](mailto:honors@njit.edu) or call 973.596.3057.

Name \_\_\_\_\_  
*First Middle Last*

Home Address \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City State Zip Code/Postal code (if not U.S.) Country*

Home phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_

E-mail address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender (*optional*)  Male  Female U.S. Citizen  Yes  No Ethnic Origin (*optional*) \_\_\_\_\_

Permanent Resident  Yes  No If not, what is your country of citizenship? \_\_\_\_\_

Desired academic major (*must be the same as checked in Part III.*) \_\_\_\_\_

#### Transfer Applicants (*also includes current NJIT students*):

Please note that transfer applicants are also required to submit an essay (*see below for topic*), copies of all transcripts from previous colleges (*except current NJIT students*), and a letter of recommendation from a current or recent professor. Qualified candidates will be contacted for a personal interview.

School you currently attend:  NJIT NJIT ID # \_\_\_\_\_  Other \_\_\_\_\_

Current level:  Freshman  Sophomore  Junior  Senior # Credits earned: \_\_\_\_\_ GPA (*grade point avg.*) \_\_\_\_\_

Your current major \_\_\_\_\_ Major to which you are applying \_\_\_\_\_

Semester to which you are applying for admission: \_\_Spring 2015 (current NJIT students only) \_\_Fall 2015

**Only those who meet the following requirements are considered for a transfer admission interview.**

**Current NJIT Freshman should complete at least two semesters at NJIT prior to submitting the application.**

- Full time students currently taking no Developmental courses such as Math 107, 139; Physics 105/106; Chemistry 121/122/123; or HUM 099/100.
- Have taken 12 or more credits each semester.
- Have a minimum cumulative GPA of 3.5.
- If you have taken any Honors course, must have earned a B or better.
- Must have a minimum of 4 full semesters remaining to complete the current degree.
- Have taken part in university or community activities or research.

#### Essay Topic for Transfer Applicants:

(**including current NJIT students**): Write an essay in which you give a specific and definite plan for your honors education at NJIT. Your essay **must** cover the following points: (1) Honors courses you have taken, and those **specifically** you plan to take; (2) research, internships, or similar projects you have completed, and those you would **specifically** like to participate in; (3) service and other activities within NJIT or your current undergraduate college, and **specifically** those you would like to continue or begin; and (4) whether you plan to enroll in a minor or second major. The essay should explain **specifically** how membership in the Honors College will help you to attain academic and professional excellence.

**This essay is the most important part of your application.**

In addition to the essay, attach a separate sheet:

- List extracurricular, community, and service activities in which you have engaged.
- List any projects and research related to your curriculum in which you have engaged.
- List any Honors courses taken and grades achieved. Distinguish between those taken at NJIT and those taken elsewhere.

In short, we ask applicants to the Honors College to have achieved the same level of excellence as those currently in the program. If an applicant falls somewhat short of these requirements, he/she may be asked to spend one or two semesters demonstrating the capability to handle honors by taking honors courses, participating in service activities, and attending honors colloquia, before being fully admitted to the Honors College.

**For additional information and application deadlines (including all supporting documentation), please see**

**“students with some college” link at [honors.njit.edu/admission](http://honors.njit.edu/admission).**

**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](http://www.njit.edu)



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