Guide to Kean University Transfer Admission for International Students

Part I. Your completed transfer admission application should include the following:

☐ Completed Application for Admission (can be sent by mail or online)
☐ A nonrefundable check or money order of $150 payable to Kean University
☐ Sealed envelopes containing official transcripts from every college and other post-secondary schools attended
☐ Proof of high school diploma or transcript to show proof of high school graduation
☐ All foreign transcripts must be evaluated by a NACES accredited evaluation agency. Please visit [http://www.naces.org/](http://www.naces.org/) for a list of agencies

**Note:** You will receive an admissions decision, via mail, by the Office of Transfer Admissions and Evaluation Services (TAES). The TAES office will evaluate your transcripts and notify you of the number of credits that are transferrable towards your degree program at Kean University. If you have been granted admissions you will be required to submit a $1,000.00 tuition deposit. The TAES office will then mail you a letter with registration procedures. You must follow these procedures in order to complete your enrollment. You will also be invited to attend a Transfer Student Orientation by the Center of Academic Success.

Submit transfer application and all supporting documents to:
Center for Academic Success, Office of Transfer Services
1000 Morris Ave., Union, NJ 07083

For further information, visit [www.kean.edu/~cas/transferadmissions.html](http://www.kean.edu/~cas/transferadmissions.html) or call the Transfer Hotline at (908) 737-0490

Part II. As an F-1 applicant, you must provide all immigration documents before an I-20 will be issued. A complete international supplement should include the following:

☐ Notarized Affidavit of Support
☐ Declaration of Current Student Status Form
☐ Original sponsor’s bank statement in U.S. dollars. See Certificate of Finance for more information
☐ Photocopy of passport (photo and biological information)

The following documents must also be submitted if applicable:
☐ Photocopy of most recent US visa
☐ Photocopy of I-94 front & back
☐ Request for F-1 Status Transfer Information
☐ Photocopy of all previous I-20 forms
☐ Photocopy of all previous 2019 forms

**Important:** After you have been granted admissions and submitted your tuition deposit you must provide International Student Services with a copy of the tuition deposit receipt as proof that you have paid the $1,000 deposit. You are also required to attend a mandatory International Student Orientation which will be scheduled at the beginning of each semester.

Submit all immigration documents to:
International Student Services, Kean University
1000 Morris Ave., Downs Hall Rm. 122, Union, NJ 07083-0411

For additional information, visit [www.kean.edu/~iss](http://www.kean.edu/~iss) or call the (908) 737-4860