READMISSION Applicants
Application Instructions/Admissions Criteria/Deadlines
(Please read carefully)

An application for readmission is required for previously enrolled students (in good standing) who have not attended Kean for two or more consecutive semesters.

1) *IMPORTANT* IF YOU HAVE BEEN ACADEMICALLY DISMISSED FROM KEAN, ARE INELIGIBLE FOR READMISSION! Applying for readmission will delay your return to Kean. Instead, you must seek REINSTATEMENT through the academic appeals process. For information on the appeals process, contact Ms. Jean Brown in the Center for Academic Success at brownj@kean.edu or 908-737-0311.

2) READMISSION IS NOT GUARANTEED: YOU MUST MEET ALL OF THESE CRITERIA TO BE ELIGIBLE FOR READMISSION:
   ▶ You left the University in good standing (i.e., you were not dismissed).
   ▶ You meet published deadlines (see below) for submission of the application and any required documents (i.e., transcripts, etc.).
   ▶ You have a cumulative GPA (i.e., combined GPA from all institutions attended including Kean) of 2.0 or higher.

3) READMISSION TO A PARTICULAR MAJOR IS ALSO NOT GUARANTEED:
   ▶ Readmission to the University does not guarantee admission into a major (including the major you had prior to leaving the University). You will be readmitted as an intended major, and in order to declare, you must meet the current entrance (declaration) requirements for the major.
   ▶ Upon readmission, you are held to the current curricular requirements in effect at the time of readmission and NOT the curricular requirements in effect at the time of your initial admission.
   ▶ If you have transfer credits, you cannot apply for readmission as an Undecided major. You must select an intended major on your application so that your transfer credits can be evaluated in relation to the requirements of that major.
   ▶ If you are changing your major from what it was when you last attended Kean, you will need to meet the current declaration requirements and curricular requirements in effect for at the time of your readmission.

4) THE FOLLOWING ARE REQUIRED FOR READMISSION:
   ▶ A submitted online application.
   ▶ A non-refundable $75.00 application fee ($150.00 for International Students). Application fees may be paid online by credit or debit card. Alternately, the fee may also be paid by check or money orders made payable to Kean University and sent to the appropriate address below.
   ▶ If you have attended any other college or post-secondary institution during your absence from Kean University, you must submit official transcripts from each institution attended. Failure to do so at the point of application forfeits your right to have transfer credits awarded from those institutions.
   ▶ If you previously submitted transcripts to Kean, and you have been away from Kean University for five or more years, you must resubmit official (sealed envelope) transcripts from all colleges attended. If you have attended Kean within the past five years, but transcripts are absent from your original file, you will be contacted about which documents need to be submitted. Note: All educational degrees or all college credits earned outside the United States MUST have a course-by-course evaluation completed by an NACES accredited
evaluation agency. For a listing of these agencies, visit www.naces.org.

► **International Students Only** (i.e., those who require an I-20 Form, including those holding F-1 visas, in order to study in the U.S.) must also complete the **International Student Supplemental Application**.

► **If you are applying to the Union location, all documents must be sent to:**
  Kean University
  Transfer & Readmission Student Services
  The Office of Undergraduate Admissions
  1000 Morris Avenue
  Union, NJ 07083

► **If you are applying to the Kean Ocean location, all documents must be sent to:**
  Kean Ocean
  Transfer & Readmission Student Services
  Gateway Building Room 103
  College Drive
  PO Box 2001
  Toms River, NJ 08754

5) **TRANSFER CREDIT EVALUATIONS/RE-EVALUATIONS WILL ONLY BE PERFORMED UPON READMISSION TO THE UNIVERSITY.**

► For questions regarding the transferability of any courses taken at New Jersey’s County Colleges, please visit the **NJ Transfer** website at [www.njtransfer.org](http://www.njtransfer.org). Kean honors the N.J. transfer law and related agreements on transferability of credits with an A.A. or A.S. degree. **PLEASE NOTE:** the law only applies to students enrolling at Kean for Fall 2008 or later, who have completed an A.A. or A.S. degree in 2005 or later, in a major that is comparable to their major at Kean. Changing majors negates full transferability of credits.

► For a more detailed **Summary of Transfer Credit Policies**, please visit our website (see below).

**DEADLINES**
► Please visit our Transfer Website ([http://www.kean.edu/KU/Transfer-Admissions](http://www.kean.edu/KU/Transfer-Admissions)) for application and document deadlines.

**PLEASE NOTE:**
Any application completed after the deadline for the requested semester will be reactivated for the next semester **upon request** by email sent to transfer@kean.edu.

**CONTACT INFORMATION**
► For the Union Location, Transfer and Readmission Student Services is located in the Office of Undergraduate Admissions in the Kean Hall Building.
  Main Number: (908) 737-7100
  Email: transfer@kean.edu
  Website: [http://www.kean.edu/KU/Transfer-Admissions](http://www.kean.edu/KU/Transfer-Admissions)

► For Kean Ocean, Transfer and Readmission Student Services is located in the Gateway Building.
  Room 103 on the campus of Ocean County College, in Toms River.
  Main Number: (732) 255-0356
  Email: koadmit@kean.edu
  Website: [http://www.kean.edu/KU/Kean-Ocean](http://www.kean.edu/KU/Kean-Ocean)

Reminder: All correspondence, such as your notification of your transfer admission decision, will be sent to the **email** address you indicate on your application. 4/17/14