APPLICATION INSTRUCTIONS
A complete application consists of the following:
► A submitted online application.
► Official (sealed envelope) transcripts submitted from EVERY college and post-secondary school attended. All college credits earned outside the United States MUST have a course-by-course transcript evaluation completed by an NACES accredited evaluation agency. For a listing of these credit evaluation agencies, visit www.naces.org. It is the applicant’s responsibility to request that all transcripts arrive at Kean by the listed deadlines (see below).
► 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.
► International Students (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.

PLEASE NOTE:
► Incomplete applications WILL NOT be processed for a decision.
► Transfer credit WILL NOT be awarded from any institution not listed on the application.
► Deliberate omission of an institution attended to conceal poor performance will result in withdrawal of admission offer.
► 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

SECOND BACCALAUREATE DEGREE ADMISSION REQUIREMENTS
► You must have a Baccalaureate degree from an accredited U.S. four-year college/university or the equivalent from a foreign university. The equivalency of the foreign degree must be verified by an NACES accredited evaluation agency (see above).
► Your GPA from your Baccalaureate degree-granting institution must meet the minimum GPA required for the specific major desired. Minimum GPA’s required range from 2.0 to 3.0, depending on the major selected.
► You will also be subject to any other requirements or special procedures in effect for admission to the major program you select (e.g., auditions for performing arts majors or portfolio review for art/design majors).
PLEASE NOTE:
► NOT ALL MAJOR PROGRAMS OFFER SECOND DEGREES. For example, Second Degrees in Education majors are not offered. Interested students should you should change the way you are applying from transfer to Post-Baccalaureate Teaching Certification in the Academic Intent section of the online application.
► You cannot work on your first and second baccalaureate degrees simultaneously.

SECOND BACCALAUREATE DEGREE COMPLETION REQUIREMENTS
► You must complete all academic major requirements and all “cognate” or “additional required courses” that support the major and any lower-level prerequisites for those courses, if applicable.
► You will be granted Advanced Standing Credits for all Free Electives and General Education (GE) requirements--except for GE courses that are prerequisites, if applicable.
► Transfer courses may be awarded towards the Second Degree major; however, you must complete a minimum of 32 credits, including at least half of the major requirements, at Kean after admission to the Second Degree program.
► Once accepted to a Second Degree program, all coursework must be completed at Kean.

DEADLINES
► Please visit our Transfer Website (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

► 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

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

—4/15/14