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 International Student Supplemental Application.

PLEASE NOTE:
► Incomplete applications, and submitted applications received without official transcripts WILL NOT be processed for a decision.
► Transfer credit WILL ONLY be awarded from institutions listed on the application at the point of admission. Any institutions no listed will nullify the potential of the transfer of those credits.
► 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

TRANSFER ADMISSION REQUIREMENTS
► Minimum GPA required for admission to the University as an intended major = 2.0*
  *Note: Many major programs require a higher GPA for declaration of major.
► Minimum of 30 college level credits must be completed at the point of application in order to be eligible for transfer admission.
PLEASE NOTE:
► Students with fewer than 15 credits are not eligible for regular transfer admission; however,
   a) if you meet the criteria for the EPIC Program for adults returning to college (i.e., out of
college for five or more years and age 25 or older with fewer than 15 credits and a
cumulative GPA of 2.0 or higher) you may apply as an EPIC Transfer. For more
   information, go to: http://www.kean.edu/KU/EPIC-Program.
   b) If you have completed between 15-29 college level credits with at least a 3.0 cumulative
   GPA you will be eligible for transfer admission. If you meet this criteria, you may also be
   required to take Kean’s placement test as a condition of admission.
   c) Students with fewer than 15 college level credits are not eligible for transfer
   admission; however, you should change the way you are applying from transfer to
   freshman in the Academic Intent section of the online application.
► Developmental/remedial or other non-college level/non credit bearing courses do not transfer to
   Kean University and credits for such courses should not be included when calculating number of
   college level credits completed.
► Minimum GPA = cumulative (combined) GPA from all accredited institutions attended,
calculated on a 4.0 scale.
► All offers of admission are contingent upon receipt of a final transcript showing satisfactory
   completion of all courses in progress as well as a minimum 2.0 cumulative GPA. Failure to do so
   will result in a rescinding of the admission offer.

ACCEPTANCE/EVALUATION OF TRANSFER CREDITS
► Credit evaluations to determine transferability to Kean University will be performed ONLY upon
   your acceptance, and the evaluation is included as part of your acceptance package.
► Kean University will accept a maximum of 92 transfer credits, including a maximum of 66
   lower-division credits (i.e., all credits taken at two-year colleges and any lower-division credits
   taken at four-year institutions).
► Students must take a minimum of 32 credits AND one half of the academic major credits at Kean
   in order to be eligible to receive a degree from Kean 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. 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).

MAJOR SELECTION
► As a transfer student, you CANNOT apply as an Undecided major. You must indicate an
   intended major program on your application and your transfer credits will be evaluated in relation to
   the requirements of that major.
► All transfer students are admitted as Intended Majors. After at least one semester at Kean (i.e.,
after you have a Kean GPA) and completion of any necessary pre-requisites, you must complete and
   submit a declaration of major form (signed by the appropriate academic Department Chairperson or
   Executive Director) to become a Declared Major.
► EDUCATION MAJORS: if you have completed at least 45 credits, you should also arrange
   to take and pass the Praxis Core test (formerly the Praxis I), prior to enrolling for your first
   semester at Kean. You WILL NOT be able to declare as an Education major, or complete and
   junior or senior level education classes until this requirement is met. For additional information
   please visit the College of Education website (http://www.kean.edu/KU/College-of-Education)
► For more information about GPA requirements and other criteria that must be met in order to declare your major, please visit our website (http://www.kean.edu/KU/Transfer-Admissions).

APPLICATION DEADLINES
► Please visit our Transfer Website (http://www.kean.edu/KU/Transfer-Admissions) for the current term application and receipt of completing documents 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 transfer admission decision, will be sent to the email address you indicate on your application.