

Transfer Applicants Self-Managed Application Instructions (Please read carefully)

PLEASE NOTE: If you already have a U. S. baccalaureate degree or the equivalent as determined by an NACES accredited evaluation agency, you should not fill out this application. You should fill out the Second Degree or Graduation Application as appropriate. Click on the [Apply Here](#) link on the Kean homepage (www.kean.edu) for the appropriate application and instructions.

- 1) A complete application consists of the following:
 - a) A completed paper application or online application form.
 - b) Official (sealed envelope) transcripts must be submitted from **EVERY** college and other post-secondary schools 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 these transcripts arrive at the Center for Academic Success by the listed deadlines.
 - c) a **non-refundable** \$50.00 (check or money order, payable to **Kean University**) application fee (\$150.00 for international students). Online application fees may be paid by credit or debit card.

PLEASE NOTE: **i)** Applications missing required information or applications without the application fee **WILL NOT** be processed for a decision. **ii)** Deliberate omission of a college attended will result in a withdrawal of an offer of admission. All paper applications and completing documents must be sent to:

Center for Academic Success
Office of Transfer Services
1000 Morris Avenue
Union, NJ 07083

For additional information, please visit www.kean.edu/~cas/transferadmissions.html or call the Transfer Hotline at (908) 737-0490.

- 2) To be eligible for transfer admission, a student must have completed a minimum of 30 credit hours. As a transfer student, all developmental course requirements must be completed prior to enrollment at Kean University. Developmental credits are non-transferable to Kean University. A student who has between 15 and 30 completed credits will only be considered for conditional admission if they have obtained a cumulative G.P.A. of 3.0 or higher (on a 4.0 scale), and as a condition of admission those students must take the Kean University placement test. **PLEASE NOTE:** **i)** **Students who have completed fewer than 15 credits or have completed between 15 and 30 credits with a cumulative G.P.A. below a 3.0 are ineligible for admission.** **ii)** Transfer credit **WILL NOT** be awarded from any institution not listed on the application.

- 3) For eligible transfer students (with over 30 completed college level credits) a **minimum cumulative (combined) G.P.A. of 2.0 or higher (on a 4.0 scale) from all accredited institutions** is required for admission to Kean University as a transfer student. 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 G.P.A.

PLEASE NOTE: **i)** Many academic programs have a grade-point average requirement higher than 2.0 for admission to that program. In the event your cumulative G.P.A. does not meet the criteria for admission to your first choice major, we will use your second or third choice major to process your application. **ii) DO NOT** select the same type of major for all three choices (i.e. three education majors or three management majors). For education majors we recommend your second major choice should be the academic content area of your teachable subject (i.e. English, History, etc) required for most education majors.

- 4) 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 credits (this includes a maximum of 66 credits from two-year colleges) in transfer. Students must take a minimum of 32 credits **AND** one half of the academic major credits 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 NJTransfer 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.

5) **Proof of high school graduation** must be submitted before you are allowed to register. Although this is not used as part of the decision process, you will **NOT** be allowed to register for classes until we have received proof of graduation. **Proof of graduation includes:** official (sealed) final high school transcript showing date of graduation, an official G. E. D. report or a foreign high school transcript that **MUST** be evaluated by an NACES accredited evaluation agency to show it is equivalent to a U.S. high school diploma.

6) **ALL** transfer students are admitted as Intended Majors. After one semester at Kean, and upon completing any necessary pre-requisites, you must complete and submit a declaration of major form (signed by the appropriate academic department chairperson), available from the One Stop Service Center. Consult the G.P.A. requirements and other declaration criteria listed in this application that must be met in order to become a declared major. As a transfer student, you **CANNOT** apply as an undecided major. All transfer students must have an intended major.

7) Dual Admission Programs and nearly 300 articulated academic-program agreements between Kean University and community colleges throughout New Jersey assure a smooth transition for students who meet the criteria for this unique opportunity. Upon completing the requirements for the A.A. or A.S. degree, transfer students will be guaranteed admission to Kean University and enjoy junior level status, provided their AA or AS degree was in the same area as the BA or BS degree they are pursuing.

8) **DEADLINES:**

Students applying for the Fall 2008 semester:

Last day to receive applications for the Fall 2008 semester: **07/14/08**

Completing documents (all college transcripts) must be received by: **08/04/08**

Any applications completed **after 08/04/08** will be automatically reactivated for the Spring 2009 semester.

Students applying for the Spring 2009 semester:

Last day to receive applications for the Spring 2009 semester: **11/14/08**

Completing documents must be received by: **12/08/08**

Any applications completed **after 12/08/08** will be automatically reactivated for the Fall 2009 semester.

Additional Information for prospective students:

1) **On Campus Residence:** On-campus housing is available to full-time undergraduate students. Applicants interested in on-campus housing are required to submit a completed Residence Hall Contract and Agreement and a non-refundable \$100.00 housing application fee to the Office of Residence Life. The Contract and Agreement is included in your acceptance package. It is important to send in your housing request as soon as you receive your acceptance letter and enrollment instructions. Please contact the Office of Residence Life (908)-737-6800 for more information regarding deadlines and availability of housing. Housing requests from late applicants will most likely go unfilled.

2) **International Students:** This admission category is designed to accommodate those applicants who require an I-20 Form (including those holding F-1 visas) in order to study in the United States. **ALL** international students must also complete a separate International Student Supplemental Application available from the Center for Academic Success or by contacting International Student Services, Downs Hall, room 122 or by visiting the website www.kean.edu/~iss. For additional information or questions regarding enrollment as an international student, contact the Office of International Student Services at 908-737-4860 or intst@kean.edu. **PLEASE NOTE:** Foreign high school transcripts **MUST** be evaluated by an NACES accredited evaluation agency to show they are equivalent to a U.S. high school diploma. All educational degrees and 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 credit evaluation agencies, visit www.naces.org.

3) **Financial Aid:** Information regarding financial aid and the costs of attending Kean University can be obtained by visiting visit www.kean.edu/current.html and scrolling down to the Financial Aid section. You will find several useful links and as well as contact information for the Office of Financial Aid.

4) **Scholarships:** There are a limited number of scholarships available to transfer students. A separate application process and separate deadlines apply. For further information, a listing of all scholarships and their requirements, as well as an application, visit www.kean.edu/current.html, scroll down to the Financial Aid section, and click on the links [Scholarship Handbook](#) and [Scholarship Application](#).