



## APPLICATION CHECKLIST

Applying to Rutgers Statewide	Complete
Go to: <a href="#">Application Portal</a>	
Create your Rutgers Community ID	
Sign in Using your Community ID	
Create your Profile – Please select <b>“Undergraduate”</b> as your application type	
<b>Page 1 – Application Selection</b> Please be mindful of selecting: <ul style="list-style-type: none"> <li>• The correct semester you wish to apply to. This is the semester you would potentially enroll in</li> <li>• Under <b>“Applicant Type”</b> you need to select <b>“Transfer”</b></li> </ul>	
<b>Page 5 – Enrollment Information</b> Please be mindful of selecting: <ul style="list-style-type: none"> <li>• Attendance Status               <ul style="list-style-type: none"> <li>○ This may affect Financial Aid awards and Student Health Insurance requirements</li> </ul> </li> <li>• Matriculation Status               <ul style="list-style-type: none"> <li>○ You would be a <b>“Matriculating”</b> student</li> </ul> </li> <li>• College Credits               <ul style="list-style-type: none"> <li>○ Please add together all credits you have earned from all Community Colleges/Universities you have attended prior</li> </ul> </li> <li>• Degree Type               <ul style="list-style-type: none"> <li>○ Make sure you select <b>“Associate’s Degree”</b></li> </ul> </li> <li>• Intended Housing Location               <ul style="list-style-type: none"> <li>○ Select either Off Campus or At Home</li> </ul> </li> </ul>	
<b>Page 6 – Transfer Program Selection</b> Please be mindful of selecting: <ul style="list-style-type: none"> <li>• School – First Preference               <ul style="list-style-type: none"> <li>○ Select the Rutgers Statewide location you wish to attend (i.e. <b>“Rutgers at Atlantic Cape”</b>)</li> </ul> </li> <li>• Primary Academic Interest               <ul style="list-style-type: none"> <li>○ Select your intended Major you wish to apply for</li> </ul> </li> <li>• Additional Academic Interest               <ul style="list-style-type: none"> <li>○ You can select one (1) additional Major to apply to</li> </ul> </li> </ul>	

	<b>Complete</b>
<p><b>Page 7 – Educational History</b> Upload Unofficial Transcripts on this page for all previous 2-year and 4-year institutions that you have attended in the past</p>	
<p><b>Page 8 – Academic Information</b> If you have not yet graduated from your institution and will be enrolled in classes that are not on your Unofficial Transcripts, please list them on this page</p>	
<p><b>Page 10 – Supplemental Information</b> An essay is not required for Transfer applicants</p>	
<p><b>Submit Your Application</b> After you submit your application, you will have to pay the \$70.00 Application Fee. Students who participate in Instant Decision Day events <b>do not pay this fee.</b></p>	
<p><b>Transcripts</b> If you did not attach your unofficial transcripts to your application, please email your transcripts to: <a href="mailto:transcripts@admissions.rutgers.edu">transcripts@admissions.rutgers.edu</a></p>	
<p><b>Contact Us</b> After you have submitted your application, emailed your transcripts AND paid your application fee (if applicable) please let us know you have completed the process by emailing us at: <a href="mailto:statewide@docs.rutgers.edu">statewide@docs.rutgers.edu</a></p>	