

# Ramapo College of New Jersey

## Application for Admission to Undergraduate Studies

### UNDERGRADUATE ADMISSIONS APPLICATION INSTRUCTIONS

**APPLICATION FORM** – All undergraduate applicants should submit this application with a non-refundable \$60 application fee. The application fee may be waived where payment would constitute a financial hardship. International applicants, however, must complete a separate International Student Application Form with a \$75 application fee. To receive the appropriate application in the mail, contact the Office of Admissions at (201) 684-7300, 7301. You are encouraged to apply online at [www.ramapo.edu](http://www.ramapo.edu).

**DEADLINE DATES** – There are special deadlines for some programs, *i.e.* Nursing, Educational Opportunity Fund Program (EOF), and international admissions. Contact the Office of Admissions or visit our web site, [www.ramapo.edu](http://www.ramapo.edu), for specific deadline dates.

**TRANSCRIPTS** – **It is the student's responsibility to ensure that official transcripts,**

**test scores, and all credentials are submitted.** All academic records must be sent directly from the institutions attended to the Office of Admissions, Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, NJ 07430-1680.

**CEEB CODES** – CEEB codes are available in the high school guidance office and college Registrar's Office.

**SOCIAL SECURITY NUMBER** – You are not required to include your social security number on this application. However, it is required if you plan on applying for federal student aid. If you do not have a Social Security Number, you can obtain one at your nearest Social Security Office.

**ETHNIC ORIGIN** – Each year we are asked to provide statistical information regarding our incoming class. Your cooperation in providing us with the best description of your ethnic/racial heritage is appreciated.

#### FRESHMAN APPLICANTS

Complete Sections I (page 3), II (page 4), and III (page 5). Be sure to submit or complete the following:

1. Official high school transcript and at least one recommendation (two recommended).
2. Scholastic Assessment Test (SAT) scores or ACT scores. These are required of all first-time candidates.
3. Official records for any advanced standing consideration, *i.e.* Advanced Placement scores or college coursework completed during high school.
4. Test of English as a Foreign Language (TOEFL). This is required of all students residing in the United States fewer than four years if first language is not English.
5. If applying for the Educational Opportunity Fund Program, you must check "yes" for the EOF question in Section I (page 3) and complete Section V (pages 7 and 8, EOF Questionnaire).

#### READMISSION AND SECOND DEGREE CANDIDATES

Complete Sections I (page 3), II (page 4), and IV (page 6).

If you are applying for readmission to Ramapo or for a second baccalaureate degree, you are required to submit the \$60 application fee. If you attended another college since your last enrollment at Ramapo, you must indicate it in the education section and complete Section T

(page 2) as well. If you attended Ramapo three or more years ago, **you are required to resubmit all official original transcripts.** You may exclude the required essay if you choose but should attach a current resume.

#### NURSING APPLICANTS

Nursing admission is available for the FALL SEMESTER ONLY.

#### GENERIC NURSING PROGRAM/ TRANSFERS

If you **DO NOT HAVE A REGISTERED NURSE LICENSE** at the time of enrollment at Ramapo College, complete Sections I (page 3), II (page 4), IV (page 6), and T (page 2).

#### UPPER DIVISION NURSING PROGRAM

If you **HOLD A REGISTERED NURSE LICENSE** at the time of enrollment at Ramapo College, complete Sections I (page 3), II (page 4), IV (page 6), T (page 2), and N (page 9-10) and submit the following:

1. Three (3) BSN Program recommendation forms from current health care employers or nursing professors are required (see Section N, page 9-10).
2. All college and nursing school transcripts. Official college transcripts are still required even if the coursework is listed on the diploma school's transcript.

#### TRANSFER APPLICANTS

For application instructions, see Section T (page 2).

## SECTION T

(Note: This is not a Request for Transcript Form)

**TRANSFER APPLICANTS – Complete Sections I (page 3), II (page 4), IV (page 6), and T (page 2). Be sure to submit the following:**

1. Official high school transcript if you have attempted fewer than forty-five credits.
2. Official college transcript(s). No credit will be retroactively awarded for college coursework not identified at the time of application, including college work completed during high school.
3. One letter of recommendation from a professor or academic advisor.
4. Transfer Candidate's Form (Section T, page 2). Complete the Student Authorization section and give it to your Dean of Students at each of the colleges you attended during the past three years.
5. Official records for any advanced standing consideration, *e.g.*, CLEP, Military Service Schools, PEP, ACT Proficiency Examination, or copies of any certificates from training programs.
6. Test of English as a Foreign Language (TOEFL). This may be required for non-native speaking transfer students who do not transfer to Ramapo with the appropriate level English courses.
7. If applying for the Educational Opportunity Fund Program, you must check "yes" for the EOF question in Section I (page 3), complete Section V (pages 7 and 8, EOF Questionnaire), and submit a letter from your EOF counselor indicating your participation in the program.
8. SAT scores may be submitted for possible exemption from the placement test for English and math.

### TO TRANSFER CANDIDATE:

If you have attended college within the past three years, you must ask the Dean of Students **at each of the colleges you attended during the past three years** to complete this form. Please make copies of this form as needed.

### STUDENT'S AUTHORIZATION

	- -
Name of Student (please print)	Social Security Number
Signature	Date

**TO THE DEAN OF STUDENTS:** \_\_\_\_\_  
Name of Institution

The student whose name appears on this form has applied for admission to Ramapo College. Part of that process is the submission of this form. Your assistance in providing this information in a timely manner is appreciated.

**Has this student ever been on disciplinary probation or dismissed for disciplinary reasons?**     Yes     No

**If yes, briefly describe the nature of the offense and indicate the date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### DEAN'S CERTIFICATION

Name (please print)	Title
Institution	
Signature	Date

Please review the attached **Admissions Application Instructions** before completing all appropriate sections of this application. Include the non-refundable \$60 application fee **payable to Ramapo College of New Jersey** with your application. For **deadline dates**, check our web site: [www.ramapo.edu](http://www.ramapo.edu) or contact the Office of Admissions.

*Post-baccalaureate and non-degree seeking students do not use this application.*

## SECTION I: ALL APPLICANTS

### BIOGRAPHICAL INFORMATION

Last (Provide us with your legal name) \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Maiden name or other names appearing on your transcript: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex:  Male  Female

Street Address \_\_\_\_\_

Town or City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Area Code/Number Area Code/Number

Cell Phone: \_\_\_\_\_  
Area Code/Number

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month-Day-Year

What is your place of birth? \_\_\_\_\_  
City State Country

Ethnic Origin (optional – check one):

- American Indian or Alaskan Native  Asian  Black or African American  
 Native Hawaiian and other Pacific Islander  Two or more races  Hispanic  White

### APPLICANT INFORMATION

Are you a New Jersey resident?  Yes  No If yes, how long? \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, what is your country of citizenship? \_\_\_\_\_

How long have you resided in the U.S. or a U.S. territory? \_\_\_\_\_

Is English your second language?  Yes  No

If yes, what language(s) other than English do you speak? \_\_\_\_\_

If applicable, are you a permanent resident of the U.S.?  Yes  No

If yes, what is your alien registration number? \_\_\_\_\_

Do you have a  J1,  F1,  B1, or  other visa? If other, specify: \_\_\_\_\_

Are you eligible for military veteran's benefits?  Yes  No

Do you have a relative who is a current student or alumnus of Ramapo College?  Yes  No

If yes, list the name(s), relationship(s) to you, and the year(s) each entered and graduated from Ramapo College:  
\_\_\_\_\_

For which semester are you applying?  Fall: \_\_\_\_\_  Spring: \_\_\_\_\_  
Year Year

I will attend  Full-time  Part-time  Saturday/Evening Program

I am applying as a  Freshman  Transfer  Readmit Candidate

I am applying for the Educational Opportunity Fund Program (March 1 Deadline):  Yes  No

If yes, complete Section V (page 7) of this application.

Have you previously applied to Ramapo College?  Yes  No

If yes, give semester applied for:  Fall: \_\_\_\_\_  Spring: \_\_\_\_\_  
Year Year

## SECTION II: ALL APPLICANTS Check only one program.

### Anisfield School of Business

- Accounting
- Business Administration
  - Finance
  - Management
  - Marketing
- Economics
- Information Systems
- International Business
- Undecided

### School of American and International Studies

- American Studies \*
- History \*
- International Studies
- Liberal Studies [CONTRACT MAJOR]
- Literature \*
- Political Science \*
- Spanish Language Studies \*
- Undecided

### School of Contemporary Arts

- Communication Arts
  - Design and Interactive Media
  - Digital Filmmaking
  - Journalism
  - Media and Cinema Studies
  - Writing
- Contemporary Arts [CONTRACT MAJOR]
- Music \*
  - Music Industry
  - Music Performance
  - Music Production
  - Music Studies
- Theater \*
  - Acting
  - Design and Technical
  - Directing/Stage Management
  - Theater Studies
- Visual Arts \*
  - Art History
  - Art and Technology
  - Drawing and Painting
  - Photography
  - Sculpture
- Undecided

\* Teacher Certification available.

† Articulation programs available with other institutions. For information, visit <http://guide.ramapo.edu/PreMedFAQ.html>

Are you interested in Teacher Certification?  Yes  No If yes, which area?  Elementary  Secondary  
If yes, you must choose a major from the list above.

Are you applying for: Financial Aid?  Yes  No On-Campus Housing?  Yes  No

**Education:** No credit will be retroactively awarded for college coursework not identified at the time of application.

Name and Location of School (start with most recent)	CEEB School Code	Dates of Enrollment		Date of Graduation
		From (Month/Year)	To (Month/Year)	

Are you currently attending Ramapo College as a non-degree student?  Yes  No

Instead of a high school transcript, will you be submitting General Equivalency Diploma scores?  Yes  No

On which date(s) have you taken or will you take the SAT? \_\_\_\_\_

### School of Social Sciences and Human Services

- Environmental Studies
- Law and Society
- Psychology \*
- Social Science [CONTRACT MAJOR]
- Social Work
- Sociology
- Undecided

### School of Theoretical and Applied Science

- Allied Health Technologies
  - Diagnostic Medical Sonography
  - Nuclear Medicine Technology
  - Respiratory Care
  - Vascular Technology
- Biochemistry
- Bioinformatics
- Biology \*
  - Biology Articulation Tracks: †
    - Chiropractic
    - Dental (NYU)
    - Dental (UMDNJ)
    - Optometry
    - Osteopathy
    - Physical Therapy
    - Physician Assistant
- Chemistry \*
- Clinical Laboratory Science
  - Cytotechnology
  - Medical Laboratory Science
- Computer Science
- Engineering Physics \*
- Environmental Science \*
- Integrated Science Studies
- Mathematics \*
- Nursing (Generic – for those without RN licensure; **(March 1 Deadline)**)
- Nursing (RN to BSN – for those with RN licensure)
- Undecided

## SECTION III: FRESHMAN APPLICANTS ONLY

On which date(s) have you taken the Test of English as a Foreign Language (TOEFL)? \_\_\_\_\_

List your involvement in school, community, and religious activities by year, including positions held, if any, and any special honors and awards you have received for scholastic, musical, athletic, or other achievements.

Activity/Honors/Awards	Year(s) (Fr, So, Jr, Sr, if applicable)	Position Held or Honor/Award Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain your proposed educational and career objectives.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a misdemeanor, felony or other crime?  Yes  No

If you've answered "yes" to the above question, please provide the approximate date of the incident(s) and an explanation of the circumstances.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REQUIRED ESSAY

Please choose from one of the three essay questions below. In about 250 words on a separate piece of paper, please answer the question as thoroughly and detailed as possible.

- 1) One of Ramapo's goals is to increase your capacity for learning and to teach you to think "outside the box." Describe an experience that has had a significant impact on your intellectual development.
- 2) React to a crisis or critical moment in your life at which time thinking as usual was no longer possible. Such a situation may have occurred after the death of a loved one, a drastic move from one part of the country to another, or during a public catastrophe. Do not feel limited by these examples. Describe the event and tell us how it changed your thought process.
- 3) There are many ways to define words like diversity and multi-cultural. However, what defines our culture as much as anything is the food we eat. Please explain how food plays an important part in your family's culture. Provide examples as to how food defines you, your family, and your ethnicity. Be as specific as possible.

### CERTIFICATION

I hereby certify that all information supplied by me in this application is accurate and honestly presented.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ramapo College admits students of any race, creed, color, sex, age, and national origin and does not exclude students on this basis from any activity, program, or policy of the College. Ramapo College is barrier-free and supports equal access to programs and activities as provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Upon admission, students who need to arrange for appropriate academic adjustments or wish to request academic support services should contact the Office of Specialized Services.

## SECTION IV: TRANSFER, READMIT, AND UPPER DIVISION BSN APPLICANTS ONLY

How many college credits will you complete by the time you enroll at Ramapo? \_\_\_\_\_

List the courses you are currently taking: \_\_\_\_\_

Why are you transferring? (Please continue on a separate sheet of paper if necessary): \_\_\_\_\_

If you have completed or expect to complete a two-year degree, indicate the degree and graduation date.

A.A.  A.S.  A.A.S.  A.S.N. Date: \_\_\_\_\_ Major: \_\_\_\_\_

Are you currently a NJ STARS student?  Yes  No

Are you a member of Phi Theta Kappa?  Yes  No

RN License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are/were you an EOF student at your college?  Yes  No If yes, your financial aid transcript from your college must be sent to Ramapo College, Office of Financial Aid, by May 1 for Fall admission.

Within the past three years, have you ever been on disciplinary probation or dismissed from another college for disciplinary reasons?  Yes  No If yes, explain briefly: \_\_\_\_\_

### WORK EXPERIENCE

Provide a list of professional work experiences. You may attach a current resume.

Employer	Type of Work	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

### REQUIRED ESSAY

In about 250 words on a separate piece of paper, tell us more about yourself. You may care to discuss your career objectives or community activities which have been of value to you. BSN applicants may write about their reasons for pursuing a career in nursing.

List any special honors and awards you have received for scholastic, musical, athletic, or other achievements. Note the year(s) received.

### CERTIFICATION

I hereby certify that all information supplied by me in this application is accurate and honestly presented.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ramapo College admits students of any race, creed, color, sex, age, and national origin and does not exclude students on this basis from any activity, program, or policy of the College. Ramapo College is barrier-free and supports equal access to programs and activities as provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Upon admission, students who need to arrange for appropriate academic adjustments or wish to request academic support services should contact the Office of Specialized Services.

# SECTION V: EDUCATIONAL OPPORTUNITY FUND PROGRAM QUESTIONNAIRE

**This form is for EOF applicants only.**

The Educational Opportunity Fund (EOF) Program offers admission to academically able freshman applicants whose credentials do not fulfill all the criteria for admission. Ramapo College also admits EOF transfers from other New Jersey colleges. Applicants **must be New Jersey residents** and must be eligible for the awarding of an EOF financial aid grant. Services provided include a six-week preparatory summer program, counseling, tutorial, leadership development, and career preparation activities and programs. **ALL** of the following questions **MUST** be answered accurately. In order to be considered for this program, the Application for Admission, EOF Program Questionnaire, transcripts, and SAT scores must be on file in the Office of Admissions by **March 1, 2009**.

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ Age: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No If no, do you have a permanent resident (green) card?  Yes\*  No

\* Please attach a copy (front and back) of green card. Alien Registration Number \_\_\_\_\_

Have you submitted the Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Program?  
 Yes  No

You can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (both student and parent need to apply for a PIN), or you can get a FAFSA in your high school guidance office. If you need a FAFSA sent to you, check  here .

**\* APPLICANTS MUST FILE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) BY MARCH 1, 2009 TO BE CONSIDERED FOR THE EOF PROGRAM. \***

Are you a college transfer student?  Yes  No

Are/were you an EOF student at your former college?  Yes  No  
 (If you have not previously participated in EOF at your former college, you are ineligible to participate at Ramapo.)

## FILING INFORMATION

If **ALL** of the following questions are checked "no," complete the Dependent Student portion of this form.

Were you born BEFORE January 1, 1984?  Yes  No

Are you a veteran of the U.S. Armed Forces?  Yes  No

As of today, are you married? (Answer "yes" if you are separated, but not divorced.)  Yes  No

Do you have legal dependents (*i.e.*, a child you support and/or parent, grandparent, etc.)?  Yes  No

Are you an orphan or ward of the court, or were you a ward of the court until age 18?  Yes  No

## HOUSEHOLD INFORMATION

How many people are in your household? \_\_\_\_\_. Count yourself but not your grandparent(s) or aunt/uncle UNLESS your parent(s) provide them with more than 50% support. If you live with grandparent(s) or aunt/uncle, check  here .

List full name	Age	Relationship	Name of college (if attending) during 2007/2008
1 _____			
2 _____			
3 _____			
4 _____			

Attach additional persons in household on separate paper if needed.

Use this space for comments or unusual circumstances: \_\_\_\_\_  
 \_\_\_\_\_

**SECTION V: EDUCATIONAL OPPORTUNITY FUND PROGRAM QUESTIONNAIRE** *(continued)*

**DEPENDENT STUDENTS — 2008 INFORMATION**

You **MUST** complete the Dependent Students Section if you answered **NO** to all questions in the Filing Information Section on page 7.

Are your parents, stepparents (if you live with a parent and stepparent, both incomes must be included):

Married  Divorced  Separated  Mother Deceased  Father Deceased  Not Married

Do you have a stepparent?  Yes  No

If yes, you must include the stepparent's income on this application. Please be sure that your parent and stepparent file their federal income taxes as married filing jointly or married filing separately. Both conditions must be adhered to or you will not be considered for the program.

TOTAL 2008 INCOME: \$ \_\_\_\_\_  Actual  Estimated

SOURCES OF 2008 INCOME FOR THE YEAR	Father; Stepfather	Mother; Stepmother	Student
Salary and/or Wages from Work, Business and/or Rental Property	\$ _____	\$ _____	\$ _____
Social Security Benefits for all persons in family	\$ _____	\$ _____	\$ _____
Welfare (AFDC/ADC)	\$ _____	\$ _____	\$ _____
Workmen's Compensation/Unemployment	\$ _____	\$ _____	\$ _____
Child Support Received for All Children	\$ _____	\$ _____	\$ _____
Adjusted Gross Income from 1040 (Total Sources of Income)	\$ _____	\$ _____	\$ _____
<b>ASSETS:</b> Cash, Checking, and Savings	\$ _____	\$ _____	\$ _____
Investments: Two-family house, etc.	\$ _____	\$ _____	\$ _____
Business value	\$ _____	\$ _____	\$ _____

**INDEPENDENT STUDENTS — 2008 INFORMATION**

You **MUST** complete the Independent Students Section if you answered **YES** to one or more questions in the Filing Information Section on page 7.

How long have you lived outside your parent's home? \_\_\_\_\_ Years \_\_\_\_\_ Months

With whom do you currently reside? \_\_\_\_\_

Including yourself, how many dependents do you claim on your income tax? \_\_\_\_\_

TOTAL 2008 INCOME: \$ \_\_\_\_\_  Actual  Estimated

SOURCES OF 2008 INCOME FOR THE YEAR	Student	Spouse
Salary and/or Wages from Work, Business and/or Rental Property	\$ _____	\$ _____
Social Security Benefits for all persons in family	\$ _____	\$ _____
Welfare (AFDC/ADC)	\$ _____	\$ _____
Workmen's Compensation/Unemployment	\$ _____	\$ _____
Child Support Received for All Children	\$ _____	\$ _____
Adjusted Gross Income from 1040 (Total Sources of Income)	\$ _____	\$ _____
<b>ASSETS:</b> Cash, Checking, and Savings	\$ _____	\$ _____
Investments: Two-family house, etc.	\$ _____	\$ _____
Business value	\$ _____	\$ _____

**YOU MUST SIGN AND DATE THIS FORM**

I (We) declare that the information reported is true, correct, and complete to the best of my (our) knowledge: *(Any misrepresentation on this form may impact your admission.)*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



