

ABOUT THE PROGRAM

The Educational Opportunity Fund (EOF) is a comprehensive, state-funded program that provides economically and educationally disadvantaged students access to post-secondary education. The New Jersey EOF Program assists low-income state residents who are able and motivated but lack adequate preparation for college study, the needed resources and services to succeed and graduate.

Ramapo College of New Jersey seeks out the very best New Jersey students to participate in its EOF program, enrolling New Jersey residents seeking admission to the college who are academically able and motivated but do not fulfill all criteria for general admission. The program provides such students the support needed to maintain continued enrollment through graduation including additional funding to those enrolled in the program. By providing additional funding (the EOF State Grant), the EOF program minimizes some of the financial burden of pursuing a post-secondary education. Students also receive support services such as counseling, tutoring, and developmental course work. Students in the program participate in activities and events designed to foster academic success and social responsibility with the assistance of a Student Development Specialist.

The Ramapo College EOF program has a limited number of spaces available for its freshmen class, so it is important to apply early. Nursing and Biology EOF freshmen applicants must submit applications no later than December 15th. The application deadline for all other majors is March 1st.

FRESHMEN ADMISSIONS REQUIREMENTS

To be eligible for admission to the Ramapo College EOF program, students must meet both academic and financial eligibility requirements. Students must complete an application for admissions; submit a high school transcript, standardized test scores (SAT and/or ACT) and two (2) letters of recommendation. EOF applicants must also provide financial information to determine eligibility as part of their initial application. Eligible applicants to the EOF program must:

- Be a legal New Jersey resident for at least one (1) year prior to entering to Ramapo College
- Have a minimum of 2.8 (out of a 4.0) Academic GPA
- Be within the top one-third (1/3) of their graduating class (if the school ranks)
- Have a minimum 900 combined SAT score (Critical Reading and Math only), with no less than 400 in either section; or
- Have a minimum Composite score of 19 on the ACT
- Be financially eligible for the program (see below)

INCOME ELIGIBILITY GUIDELINES (all applicants)

Income eligibility for the EOF program is determined by the State of New Jersey and is based on the number of people in the household and total family income. Household number includes **the student** and those individuals who live in the home and receive more than 50% financial support from the head(s) of household. The maximum income eligibility determines the student's eligibility to receive state funding and eligibility to enroll through the EOF Program.

*Ex: Maximum Income for a households of 2 individuals \$29,140
Add/Subtract \$7,480 for each additional member of the household*

Total family income includes salary and/or wages from work as well as nontaxable income such as benefits, alimony/child support, public assistance and unemployment/worker's compensation. Please note that income eligibility amounts change year to year. Please contact the Office of Admissions for more information on income eligibility.

EOF applicants **must** fully complete the **EOF QUESTIONNAIRE/SUPPLEMENT FORM** and provide all required documentation to support information provided on the form. Students are also asked to submit a copy of the family's **2010 federal tax returns (Form 1040)**, including all schedules and worksheets.

OFFICE OF ADMISSIONS

RAMAPO COLLEGE OF NEW JERSEY
505 Ramapo Valley Road, Mahwah, NJ 07430-1680
Tel: (201) 684-7300, 7301 Fax: (201) 684-7964
www.ramapo.edu/admissions

APPLICATION INSTRUCTIONS

To be considered for enrollment into the EOF program at Ramapo College of New Jersey, please make sure to follow the instructions below carefully. Nursing and Biology EOF freshmen applicants must submit applications no later than December 15th. Application deadline for all other majors is March 1st.

1. **Complete** a Ramapo College admissions application online (Ramapo College Application or Common Application) or download a paper application at <http://www.ramapo.edu/admissions/apply.html>. If using a paper application, be sure to indicate that you are applying for the EOF program.
2. **Submit** an official copy of your current high school transcript, copies of all SAT and/or ACT test scores, at least two (2) letters of recommendation and a copy your family's most recent Federal 1040 (tax return), including all worksheets and supplement forms.
3. **Complete** the EOF Questionnaire/Supplement Form available for download from the Ramapo Admissions website at www.ramapo.edu/admissions/requirements/eof.html. All questions must be answered completely. Incomplete information on the EOF Questionnaire/Supplement Form will delay processing of application.
4. **Attach any additional supporting documentation** (see below) to your EOF Questionnaire/Supplement Form that is needed to verify financial information provided on form. Incomplete or missing documentation will result in a delay of application processing.

Additional Supporting Documentation:

- Business owners must submit Schedule E of the federal tax return 1040
 - Owners of rental property (a single-/two-/multi-family house or other building) for income purposes must submit Schedule E of the federal tax return 1040 as well as mortgage recaps and city tax assessments for each property owned
 - Wards of the state, students living with guardians, and/or emancipated students must provide appropriate legal documentation verifying status
 - Families receiving nontaxable income (e.g., welfare, disability, SSI, unemployment, etc.) must also submit documentation on income (e.g., award letter, benefits letter, etc.)
5. **Complete and submit** the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. FAFSA information can be submitted beginning January 1st and no later than March 1st.

APPLICATION DEADLINE

The application and **ALL** supporting documentation **must** be submitted to the Office of Admissions by the appropriate deadline (Nursing and Biology applicants – December 15th; all other applicants – March 1st). *Applications and supporting documentation received after the deadline may not be reviewed for admission.*

Please mail completed application and/or supporting documentation to:

Office of Admissions
Ramapo College of New Jersey
505 Ramapo Valley Road
Mahwah, NJ 07430-1680

For additional information about applying to Ramapo College through the EOF Program, please contact the Office of Admissions at 201-684-7300 or email admissions@ramapo.edu (Subject Line: **EOF Admissions**)

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EOF Freshmen Application Checklist

This **EOF Freshmen Application Checklist** is designed to make sure you collect and submit all necessary paperwork to complete your application and begin the review process. Be sure to write down the dates that each item was requested and submitted. Please note that any missing information will delay the processing of your application. All credentials must be received by the Office of Admissions no later than the listed application deadline, unless otherwise instructed. This checklist is for your records and does not need to be submitted with your application.

1. Submit Completed Application for Undergraduate Admissions by Application Deadline

- a. Nursing and Biology Program – December 15th
- b. All other Academic Programs – March 1st

Date Submitted: _____ Paper Application Online Ramapo Application Common Application

2. Submit an official high school transcript (most current transcript)

Date requested from Guidance Counselor: _____

3. Submit a copy of all SAT and/or ACT test scores

- Date SAT test scores were requested from College Board: _____
- Date ACT test scores were requested from ACT: _____
- My test scores are shown on my high school transcript

4. Submit two (2) letters of recommendation (LOR)

- LOR 1: _____
- LOR 2: _____
- I am submitting additional LOR

Date LORs were sent out: LOR 1: _____ LOR 2: _____ Additional LOR: _____

5. Submit Completed EOF Questionnaire/Supplement Form

Date Submitted: _____

6. Submit a copy of my family's 2010 Federal Tax Return/Form 1040 (2-pages) as well as all additional schedules, worksheets and other documentation as requested on the EOF Questionnaire/Supplement Form.

Date Submitted: _____

NOTE: Your application **MUST** be submitted by the application deadline that corresponds to your Academic Program/major. All other credentials (transcript, letter of recommendation, test scores, EOF Questionnaire/Supplement Form, financial documentation) can be submitted after the application is submitted; however, your application will not be reviewed until **ALL** credentials are submitted.

For additional information about applying to Ramapo College through the EOF Program, please contact the Office of Admissions at 201-684-7300 or email admissions@ramapo.edu (Subject Line: **EOF Admissions**)

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**EDUCATIONAL OPPORTUNITY FUND PROGRAM
QUESTIONNAIRE/SUPPLEMENT FORM (Freshmen Applicants Only)**

Instructions: Please answer all questions below and provide supporting documentation to the Office of Admissions by March 1st. Please note that all information is kept confidential. Please be sure to PRINT information neatly to avoid delay in processing.

APPLICANT INFORMATION

Name: _____ Social Security Number: _____ - _____ - _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____ Sex: Female Male
 Date of Birth: ____/____/____ Age: _____ E-mail: _____ @ _____
 Cell Phone: (____) _____ Home Phone: (____) _____
 Please send me updates on my application via text messaging. Yes No Carrier: _____
 (Standard messaging rates may apply)

RESIDENCY INFORMATION

I am a: U.S. Citizen Permanent Resident (Alien Registration Number*: **A** _____)
 *Please submit a copy of the front and back of Alien Registration Card (Green Card)
 I am a New Jersey resident: Yes No How many years have you lived in NJ? _____ Years, _____ Months

HOUSEHOLD INFORMATION

Please list all individuals in the household. Include only those individuals who receive **more than 50% financial support** from head/heads of household. If more than 8, please attach a separate sheet with additional persons and requested information.

Total number of individuals (including yourself) in your household: _____

	<u>Individual's Full Name</u>	<u>Age</u>	<u>Relationship to you</u>	<u>Currently in College?</u>		<u>Currently an EOF student?</u>	
1			SELF				
2				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

STUDENT DEPENDENCY STATUS/FILING INFORMATION

- ___ I am a Dependent Student – Complete “Dependent Students” section only
- ___ I am an Independent Student because I meet one of the following: (Please complete “Independent Student” section only)
- ___ I was born before January 1, 1989
 - ___ I am homeless or I am at risk of being homeless
 - ___ Since I turned age 13, both of my parents were deceased
 - ___ I am married (**attach a copy of your marriage certificate**)
 - ___ I have children or other dependents (other than spouse) and provide more than half of their support (**attach documentation**)
 - ___ I was in foster care or a dependent/ward of the court since turning age 13 (**attach proof of status**)
 - ___ I am currently or I was an emancipated minor (**attach copy of emancipation papers**)
 - ___ I am currently or I was in legal guardianship (**attach copy of guardianship papers**)
 - ___ I am serving on active duty in the U.S. Armed Forces or am a Veteran of the U.S. Armed Forces (**attach copy of DD-214**)

DEPENDENT STUDENTS INCOME INFORMATION

Please answer **ALL** questions in section if you **do not** meet one of the requirements for Independent Filing Status. Enter "0" (zero) if there is no income to report.

- Are your parent(s): Single Married/Remarried Separated/Divorced Father Deceased Mother Deceased
- Do you have a stepparent? Yes* No Do you live with a legal guardian/grandparent/other relatives? Yes* No
**If yes, both your parent's and stepparent's income must be included. 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.*
- Do both your parents/stepparents/legal guardians earn wages from full or part time jobs? Yes No
- Father's/Stepfather's occupation: _____; Mother's/Stepmother's occupation: _____
- My family and I: Rent where we live Own a single-family house/apartment that we live in and own no other property
 Own rental property (a single-/two-/multi-family house or other building) for income purposes
(attach Schedule E of the 1040, the mortgage recap and city tax assessment for each investment property owned)
- My family and/or I own a business: Yes (attach Schedule E of the 1040) No
- 2009 Adjusted Gross Income: \$ _____ (Line 37 IRS-1040 form); 2010 Adjusted Gross Income: \$ _____ (Line 37 IRS-1040 form)
- Estimated 2011 Family Income: \$ _____ (Total from chart below multiplied by 12 months)

SOURCES OF 2011 INCOME	(Step) Father	(Step) Mother	Student
Salary/Wages from work (per month)	\$ _____	\$ _____	\$ _____
Social Security Benefits (per month)	\$ _____	\$ _____	\$ _____
Welfare (AFDC/ADC) (per month)	\$ _____	\$ _____	\$ _____
Workmen's Compensation/SSI (per month)	\$ _____	\$ _____	\$ _____
Veteran's Benefits (per month)	\$ _____	\$ _____	\$ _____
Unemployment (per month)	\$ _____	\$ _____	\$ _____
Alimony and/or Child Support (per month)	\$ _____	\$ _____	\$ _____

INDEPENDENT STUDENTS INCOME INFORMATION

Please answer **ALL** questions in section if you meet **one** of the requirements for Independent Filing Status. Enter "0" (zero) if there is no income to report.

- I am: Single Married Separated Divorced
- How long have you lived outside your parent's home? _____ Years, _____ Months
- With whom do you currently reside? _____
- I: Rent where I live Own a single-family house/apartment that I live in and own no other property
 Own rental property (a single-/two-/multi-family house or other building) for income purposes
(attach Schedule E of the 1040, the mortgage recap and city tax assessment for each investment property owned)
- I own a business: Yes (attach Schedule E of the 1040) No
- 2009 Adjusted Gross Income: \$ _____ (Line 37 IRS-1040 form); 2010 Adjusted Gross Income: \$ _____ (Line 37 IRS-1040 form)
- Estimated 2011 Family Income: \$ _____ (Total from chart below multiplied by 12 months)

SOURCES OF 2011 INCOME	Student	Spouse/Partner
Salary/Wages from work (per month)	\$ _____	\$ _____
Social Security Benefits (per month)	\$ _____	\$ _____
Welfare (AFDC/ADC) (per month)	\$ _____	\$ _____
Workmen's Compensation/SSI (per month)	\$ _____	\$ _____
Veteran's Benefits (per month)	\$ _____	\$ _____
Unemployment (per month)	\$ _____	\$ _____
Alimony and/or Child Support (per month)	\$ _____	\$ _____

By signing below, I/We declare that the information reported is true, correct and complete to the best of my/our knowledge. I/We understand that any misrepresentation on this form may impact the admissions decision.

Student's Signature

Date

Parent's /Stepparent's Signature

Date

Note: Information provided on this document is used to determine initial income eligibility for the EOF Program. Final Income verification for the Program is determined by the information on your FAFSA application, a required document for all applicants. FAFSA applications **MUST** be filed by March 1st.

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ABOUT THE PROGRAM

The EOF Program at Ramapo College of New Jersey provides students in the program the support needed to maintain continued enrollment through graduation. Each year, the Ramapo EOF Program welcomes transfer students from other New Jersey institutions, including the 19 community colleges in the state. The program provides a variety of services and student support programs, such as career exploration, mentoring programs and graduate school advisement. With the assistance of a Student Development Specialist, students in the program participate in activities and events designed to foster academic success and social responsibility.

Students transferring to Ramapo College must complete all general transfer requirements (see below) as well as submit the EOF Transfer Verification Form in order to be admitted to Ramapo College as an EOF Student. Students must also have a Free Application for Federal Student Aid (FAFSA) filed in order to determine if you will continue to receive the state EOF Grant. Additional scholarship opportunities are available for qualified continuing Ramapo College students.



TRANSFER ADMISSIONS REQUIREMENTS

In order for transfer students to apply for admission to Ramapo College as an EOF student, they must have participated in an EOF/EOP/EOF-like program in their current institution. Students must be a New Jersey state resident for at least one (1) year and meet transfer admission requirements listed below.

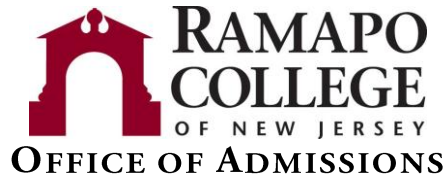
-  Minimum 2.5 GPA at current institution
-  Submit an official transcript for every institution you previously attended
-  If less than 45 college credits, submit an official high school transcript with date of graduation
-  Submit Transfer Candidate Form for all colleges/ universities attended
-  Submit EOF Transfer Verification Form completed by current EOF Office
-  File an updated Free Application for Federal Student Aid (FAFSA)

TRANSFER ADMISSIONS CHECKLIST

This **EOF Transfer Admissions Checklist** is designed to make sure you collect and submit all necessary paperwork in order for your application to be complete and begin the review process. Please note that any missing information will delay the transferring of your EOF funding and enrollment into the Ramapo College EOF Program. All credentials must be received by the Office of Admissions no later than the listed application deadline.

- 1. Submit Completed Application for Undergraduate Transfer Admissions by the application deadline listed below:
 -  Spring Semester Application Deadline – December 1st (all Majors)
 -  Fall Semester Application Deadline – March 1st (Nursing **ONLY**); May 1st all other Majors
- 2. Submit an official transcript for all colleges/universities attended
- 3. Submit Transfer Candidate Form for all colleges/universities attended (completed by Dean of Students)
- 4. Submit EOF Transfer Verification Form (completed by current EOF Office)
- 5. Submit official high school transcript with graduation date listed (if transferring with less than 45 credits only)

NOTE: Your application and all supporting credentials **MUST** be submitted by the application deadline. Incomplete applications will not be reviewed until **ALL** credentials are submitted. For additional information about transferring to Ramapo College and the EOF Program, please contact the Office of Admissions at 201-684-7300 or email admissions@ramapo.edu (Subject Line: **EOF Transfer Admissions**)



EOF TRANSFER VERIFICATION FORM

Instruction: Please complete the "Student Information" portion before having the EOF Office at your current institution complete and sign the form. Your application will not be processed for EOF without this form. State EOF funds may not transfer to Ramapo College unless this form is completed and returned to the Office of Admissions at Ramapo College.

PART I: Student Information (to be completed by applicant)

Name: _____ Date of Birth: ____/____/____

I am applying to enroll: Fall Spring, 20 ____ Major: _____

PART II: EOF Verification (to be completed by the EOF/EOP Office)

The student named above is currently a candidate for transfer admission to Ramapo College of New Jersey as an EOF Student. In order to transfer to our program, candidates must currently participate in an EOF/EOP program. Please complete the information below and return this form to the Office of Admissions at the address below.

Name of Institution: _____

Location: _____ State: _____

Name of EOF Counselor (Print): _____

- I certify that the student named above **is currently enrolled** in our EOF Program at this institution. I certify that verification of the student's academic and economical eligibility is on file at this campus.

Date of initial enrollment to EOF Program: Fall _____

Total number of semesters EOF Grant was provided: _____

- This student **was not** enrolled in this institution's EOF/EOF-type program.

Program Director (Print): _____

Signature: _____ Date: _____

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