

WILLIAM PATERSON UNIVERSITY

TRANSFERS, SECOND DEGREE & READMITS' ADMITTED STUDENT CHECKLIST

PRIORITY STEPS: Your Next...Commitment

1. View your Credit Evaluation: Advanced Standing students can view their degree evaluation (evaluation of your previous credits) online. Please refer to the enclosed instructional sheet on how to access this information.

2. **Confirm Enrollment :**

- a. **Mail-In Option:** Complete your William Paterson University Enrollment Confirmation Form and mail with your \$125 non-refundable Enrollment Deposit (Personal Check or Money Order Only) to:

William Paterson University
Office of Undergraduate Admissions/Admissions Hall
300 Pompton Road
Wayne, NJ 07470

- b. **On-Line Payment & Mail-In Option:** You can choose to pay your \$125 Enrollment Deposit online by E-check or Credit Card (on or before the date specified in acceptance letter). When choosing this option, you must mail your Enrollment Confirmation Form separately to the admissions address listed directly above.

E-check or Credit Card Payments: www.wpunj.edu/ebill

- ✓ Enter Student ID (your 9-digit 855# listed on acceptance letter)
- ✓ Enter Password (6 digit date of birth)
- ✓ Click on Deposit Tab at Top of Page
- ✓ Select the Term
- ✓ Select Enrollment Deposit

3. **Confirm Housing:**

- **Mail-In Option:** Complete your William Paterson University Housing Contract and mail with your non-refundable \$150 non-refundable Housing Deposit to:

William Paterson University
Office of Residence Life
300 Pompton Road
Wayne, NJ 07470

- **On-Line Payment and Mail-In Option:** You can choose to pay your \$150 Housing Deposit online - by E-check ONLY. When using this option, you must mail your Housing Contract separately to the residence life address listed directly above.

E-check Payments: www.wpunj.edu/bill

- ✓ Enter Student ID (your 9-digit 855# listed on acceptance letter)
- ✓ Enter Password (6 digit date of birth)
- ✓ Click on Deposit Tab at Top of Page
- ✓ Select the Term
- ✓ Select Housing Deposit

• **Housing Contract Instructions:**

Complete Online Residence Life Housing Contract Request at
<http://www.wpunj.edu/housing>

Complete the contract (Type in info, Save and Print or Print and fill out form by hand)

- Signature required – NO Electronic Submission of this contract is available.
- All students must mail Housing Contract to Office of Residence Life to address on Housing Contract.
- **GUARANTEED HOUSING DEADLINE:** Deposit and contract MUST be received by **June 1st** for Fall and **December 1st** for Spring admission.

4. Placement Testing: Once you deposit, ***if you are required to take a placement exam***, you will receive a test date in the mail. Questions or concerns relating to testing should be directed to the Office of Testing at 973-720-3095.
5. Academic Advisement:
 - Academic Advisement prior to registration is available by contacting the department to which you were admitted. Departmental contact information is enclosed in this package.
 - Undeclared transfer students must contact the Career Development and Gloria S. Williams Advisement Center for advisement at 973-720-2281 or 973-720-2730.
6. Register for class: Please refer to the enclosed registration instruction sheet for specific registration dates and at <http://www.wpunj.edu/registrar>
7. **File for Financial Aid:** Deadlines: (April 1st for Fall Semester, December 1st for Spring Semester)
 - a. Submit the **Free Application for Federal Student Aid (FAFSA)** at www.fafsa.ed.gov
 - b. Get a **Personal Identification Number (PIN)** at www.pin.ed.gov to sign your FAFSA electronically. At least one parent must obtain a PIN if student is dependent. The FAFSA federal code for William Paterson is 002625.
 - c. Contact 1-800-433-3243 if you need assistance completing the FAFSA.
 - d. Estimated award letters are available once a FAFSA has been received by the Financial Aid Office; estimated award letter requests must be sent to the Office of Financial Aid at finaid@wpunj.edu (include student's name, SS# and Student Campus Identification Number (855*)).

8. Health Form: Doctor must complete. Student submits to Health and Wellness Center
<http://www.wpunj.edu/healthform>
Deadlines: August 1 for Fall Semester
January 2 for Spring Semester
9. Tip Payment Plan:
- Once you are registered for classes, you will be able to enroll directly on-line @ <http://www.wpunj.edu/ebill>
 - ✓ Enter Student ID (855#)
 - ✓ Enter Student PIN and select "Enroll in a Payment Plan".
 - ✓ HELP desk: 973-720-HELP.
10. Tuition Payments:
- View your student account charges or pay your bill on-line at <http://www.wpunj.edu/ebill>.
 - ✓ Enter Student ID (855#)
 - ✓ Enter Student PIN.
 - ✓ HELP desk: 973-720-HELP
11. Books:
- Bring your class schedule to the University Bookstore.
 - Bookstore: 973-720-3228
12. Meal Plan: <http://www.wpunj.edu/mealplan>
13. **Submit your final transcript: It is the student's responsibility to make arrangements for final, official college/university transcripts to be sent directly to the Admissions Office.**
14. Orientation! You will receive your assigned date after your deposit is received and placement tests are finished.
- The program runs in January for Spring Admission and August for Fall Admission
 - Transfers, Second Degree and Readmit Students who do not register prior to orientation, will have the opportunity to receive advisement.
 - ✓ Questions? Email us @ wpu-orientation@wpunj.edu

RE-ADMITS OR SECOND DEGREE STUDENTS:

- You will not be charged an Orientation Fee.
- Your enrollment deposit will be applied to your bill.

TRANSFER STUDENTS:

- Transfer students are required to attend Orientation.
- Your enrollment deposit is divided up into two parts:
 - ✓ Orientation Fee (\$75.00)
 - ✓ Remaining balance (\$50.00)