



Dual Enrollment Application Process

23 Steps [View on Tango](#)

Created by

Melissa Petrosi

Creation Date

January 25, 2023

Last Updated

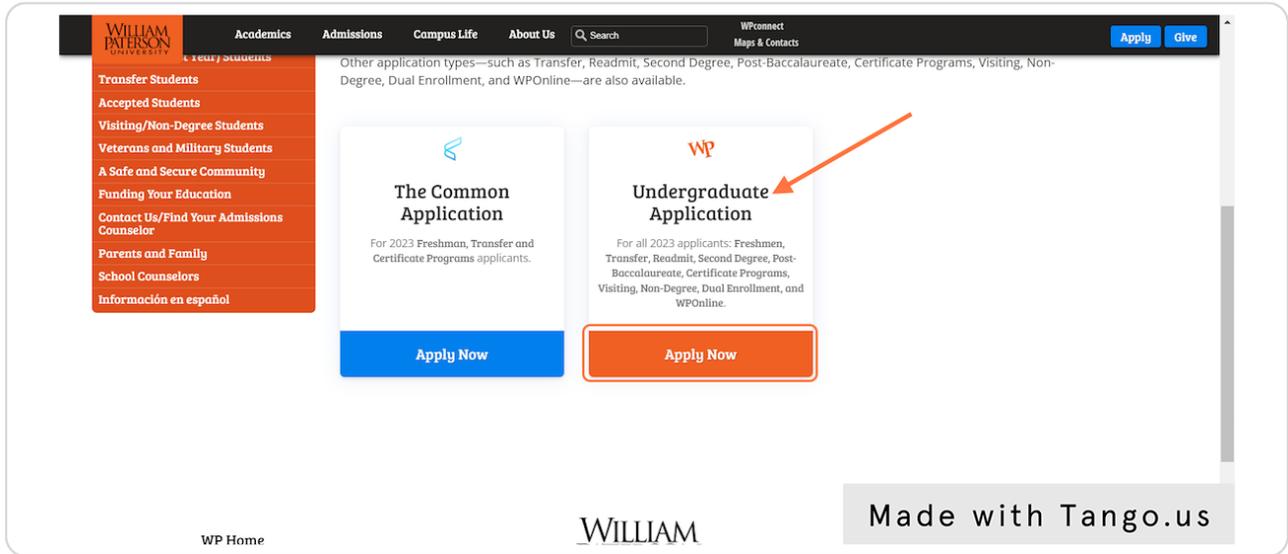
January 25, 2023

STEP 1

[Go to www.wpunj.edu/applynow](http://www.wpunj.edu/applynow)

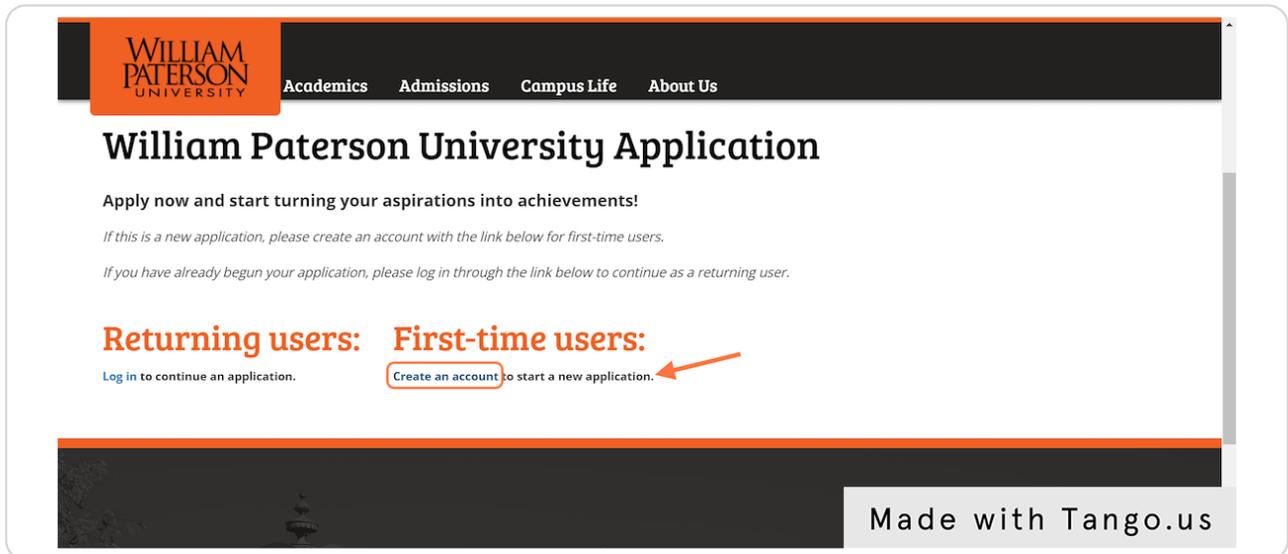
STEP 2

Click on Apply Now



STEP 3

[Click on Create an account](#)



STEP 4

Enter your information to register

It is highly recommended that you use a personal email and not your school email to ensure all communication is received.

ster

or an account, please enter the information requested below.

s

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STEP 5

Verify your account

An email will be sent with your temporary PIN to the email provided. Use this along with your birthdate to verify your account. If you cannot find the email, make sure to check your spam box.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email melissa.petrosi.wp1855@gmail.com [switch](#)

Account Petrosi, Melissa

Temporary PIN

Birthdate

[Login](#)

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STEP 6

Set your password

protect the security of your account, please specify a new password. The passw

ew Password

ew Password (gain)

- ✗ At least one
- ✗ At least one
- ✗ At least one
- ✗ Be at least 1.
- ✗ New passwo

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STEP 7

Click on Start New Application

WILLIAM PATERSON UNIVERSITY

Academics Admissions Campus Life About Us

Melissa Petrosi Logout

William Paterson University Application

Apply now and start turning your aspirations into achievements!

If this is a new application, please create an account with the link below for first-time users.

If you have already begun your application, please log in through the link below to continue as a returning user.

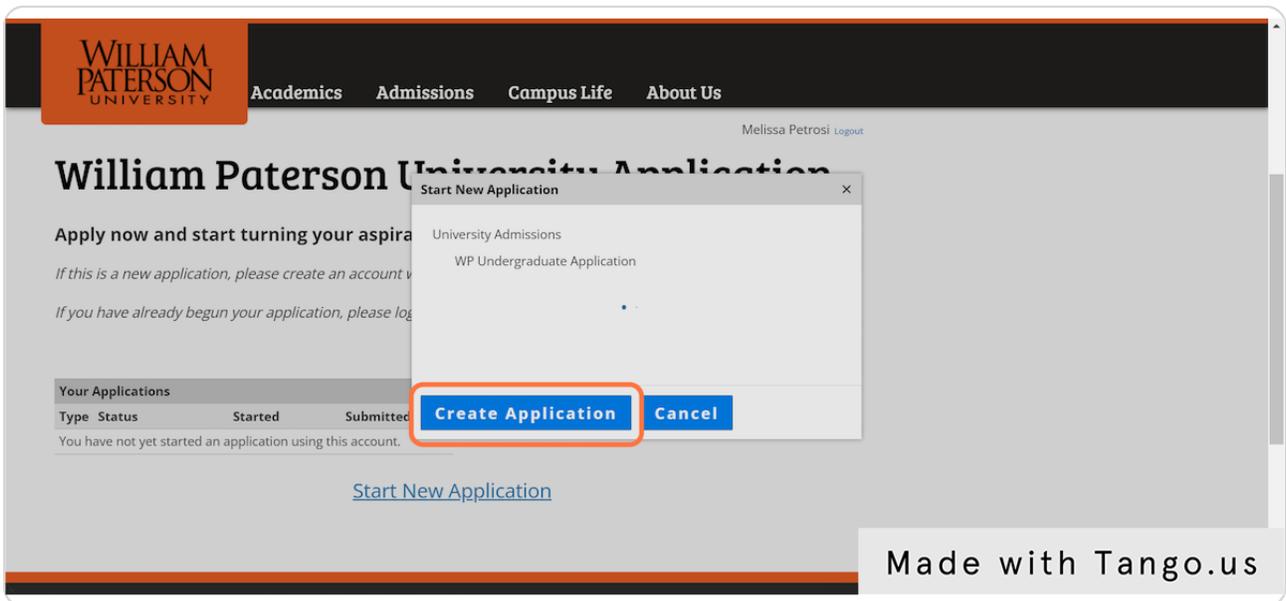
Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

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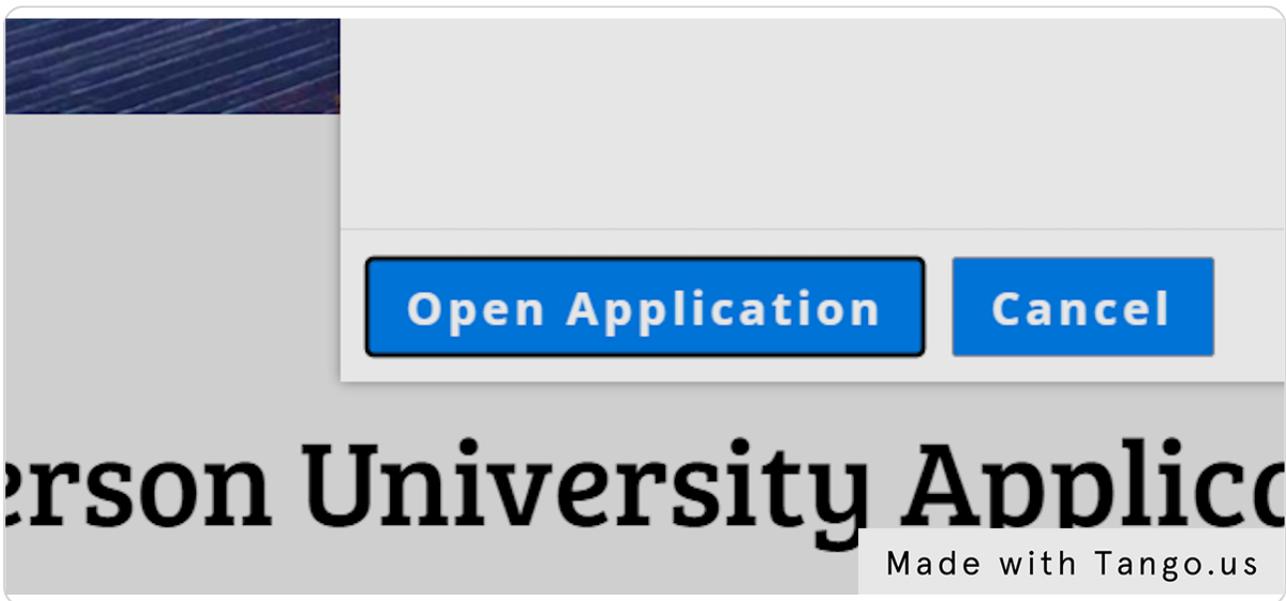
STEP 8

Click on Create Application



STEP 9

Click on Open Application



STEP 10

Select the following for your dual enrollment application:

Student Type: Non Degree
Program Type: Traditional On Campus
Enrollment type: Part time
Start Term: Summer 2023 or Fall 2023 (whichever applies to you)

[About You](#)
[Family Information](#)
[Educational History](#)
[More About You](#)
[Certification Statement](#)
[Signature](#)
[Review](#)

Please select your student application type
Non-Degree

Please select the program type you are seeking:
Traditional On-Campus, face-to-face & hybrid programs

Do you plan to enroll as a full-time or part-time student?
Part-time

Start Term
Fall 2023

Have you visited William Paterson University on campus or virtually?
 Yes
 No

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STEP 11

Do you plan to apply for financial aid: No Intended Major: Non-Deg HS Dual Enrollment Active Duty/Veteran question: No

No

Academic Interest

What is your intended major?
Non-Deg HS Dual Enrollment

On-Campus Interest

Are you Active Duty, U.S. veteran or dependent of a U.S. veteran?
 Yes

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STEP 12

Enter address information

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Name/Family Name (if any)

Addresses

Permanent Address [Delete](#)

Country

Street Address

City

State

Postal Code

Mailing Address [Delete](#)

Same as permanent

Country

Street Address

City

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STEP 13

Enter contact information

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Postal Code

Email Address

Current Email [Change](#)

Telephone Numbers (include +country code)

Home Phone Number

Applicant Cell Phone Number

I give permission to William Paterson University to send me important updates, such as application status, acceptance and scholarship notification, via text and voice messaging.

Biographical Information

Sex (for reporting purposes)

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STEP 14

Enter Biographical Information

The screenshot shows the William Paterson University application form. The navigation bar includes 'Academics', 'Admissions', 'Campus Life', and 'About Us'. The 'Biographical Information' section contains the following fields:

- Sex (for reporting purposes):
- Birthdate: (The number '5' is highlighted with a red box)
- If you would like to share more about your gender identity, please select one from below:
- If you would like to select your preferred pronouns, please select one from below:

The 'Religion' section contains:

- What is your religion?:

The 'Citizenship Information' section contains:

- Primary Citizenship:
- Dual Citizenship:

A watermark 'Made with Tango.us' is visible in the bottom right corner of the form area.

STEP 15

Enter Citizenship information

The screenshot shows the William Paterson University application form. The navigation bar includes 'Academics', 'Admissions', 'Campus Life', and 'About Us'. The 'Citizenship Information' section contains the following fields:

- If you would like to select your preferred pronouns, please select one from below:
- Religion: What is your religion?:
- Citizenship Information:
 - Primary Citizenship:
 - Dual Citizenship:
 - Social Security Number: (omit dashes)

Below the Social Security Number field, there is a note: "Your correct Social Security number is required for U.S. citizens/permanent residents only if you meet one or more of the following qualifications:"

- 1) You plan to file the Free Application for Federal Student Aid (FAFSA)
- 2) You plan to deduct tuition costs from your federal tax return

The 'Race/Ethnicity' field is partially visible at the bottom.

A watermark 'Made with Tango.us' is visible in the bottom right corner of the form area.

STEP 16

Enter at least one parent's contact information

This is required

The screenshot shows a web form titled "Parent Information" with a navigation bar at the top containing "UNIVERSITY", "Academics", "Admissions", and "Campus Life". The form includes two input fields: "Parent/Guardian 1 First Name" with the value "Lydia" and "Parent/Guardian 1 Last Name" which is currently empty and highlighted with a red border. A "Made with Tango.us" watermark is visible in the bottom right corner of the form area.

STEP 17

Acknowledgement Statements are required

The screenshot displays an "Acknowledgement Statements" section. It contains two paragraphs of text, each followed by a checked checkbox and the text "Yes, I agree". The first paragraph states: "I understand that I must provide accurate contact information for my parent or legal guardian for William Paterson University to contact them regarding the mandatory Parental Consent Form." The second paragraph states: "I understand that in order to be officially registered for any William Paterson University high school dual enrollment course, a consent form must be signed and submitted by my parent or legal guardian." Below the second statement is a blue "Continue" button with a white border, which is highlighted with a red border. A "Made with Tango.us" watermark is present in the bottom right corner.

STEP 18

Click on Add Institution

Official course by course evaluations from a [NACES approved credential evaluation service](#) or international institutions.

*Unofficial college transcripts may be used during the admission, credit evaluation, and registration process, however you are required to submit official transcripts in order to register for courses. Graduate students and undergraduate seniors must submit a final official transcript conferring their degree.

Institution Degree	Dates Attended
Add Institution	

[Continue](#)

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STEP 19

Enter high school name

Dates attended and level of study are required. Other information is optional
Click Save and then Continue

WILLIAM PATERSON UNIVERSITY Academics

*Unofficial college transcripts may be used during the admission, credit evaluation, and registration process, however you are required to submit official transcripts in order to register for courses. Graduate students and undergraduate seniors must submit a final official transcript conferring their degree.

Graduate Application
Please provide the required information for your undergraduate and/or graduate application (9999HHS) or Unknown.

Official transcripts* are required for all degree students. What to submit depends on your status. Electronic transcripts are accepted from all institutions.

Official course by course evaluations from a [NACES approved credential evaluation service](#) or international institutions.

*Unofficial college transcripts may be used during the admission, credit evaluation, and registration process, however you are required to submit official transcripts in order to register for courses. Graduate students and undergraduate seniors must submit a final official transcript conferring their degree.

Institution Degree
[Add Institution](#)

[Continue](#)

Add Institution

Institution: Kinnelon High School
CEEB: 310667
Country: United States
City: Kinnelon
State: New Jersey
Dates Attended: September 2020 to June 2024
Level of Study: High School
Degree: No Degree - Undergraduate
Major:
GPA: on a scale of (e.g., 4.0, 4.3, 5.0, 15, 100)
Do not recalculate GPA, and do not report if not printed on transcript.
Class Rank: out of
Language: Yes, English is the primary language of instruction at this institution.

[Save](#) [Cancel](#)

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STEP 20

Answer questions as needed

Personal Statement and Extracurricular information is not needed. Testing is not needed.

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Communication Preferences

What is your preferred method of communication?

Email
 Phone Call
 Text Message

Personal Statement (Optional)

If you'd like, please share a short personal statement to tell us a little bit about who you are and where your interests lie. You can write about an important event in your life, someone you look up to and why you admire this person, your plans for the future—or anything else you'd like to share. We look forward to getting to know you!

Personal Statement

No file chosen

I will not be submitting a personal statement

Extracurricular Activities (Optional)

Extracurricular Activity Sheet/Resume

No file chosen

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STEP 21

Complete Certify Statements

Select: "You are an undergraduate applicant and have already attended or are scheduled to attend an OFFICIAL VISIT (whether on-campus or virtual) to the University.□□□□□"

We will automatically waive your fee. Do not pay the fee and ignore any emails regarding application fee payment.

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You're almost finished!

I certify that I am the applicant and that all information on my application is complete, factually correct and honestly presented.

I agree that any information furnished to William Paterson University at any time and regardless of whether or not I am accepted as a student at William Paterson University, including all information and materials of any kind received by William Paterson University from any sources or prepared by anyone at its request, shall not be disclosed to anyone, including the undersigned, except that an authorized official at the University may at his/her discretion, for official purposes, disclose any part thereof to such person(s) as necessary.

I also grant permission to high school(s), college(s) and university(ies) attended to release my transcript(s) to William Paterson University.

I waive my right to review or access letters and statements of recommendation written on my behalf.

Yes
 No

Application Fee or Waiver

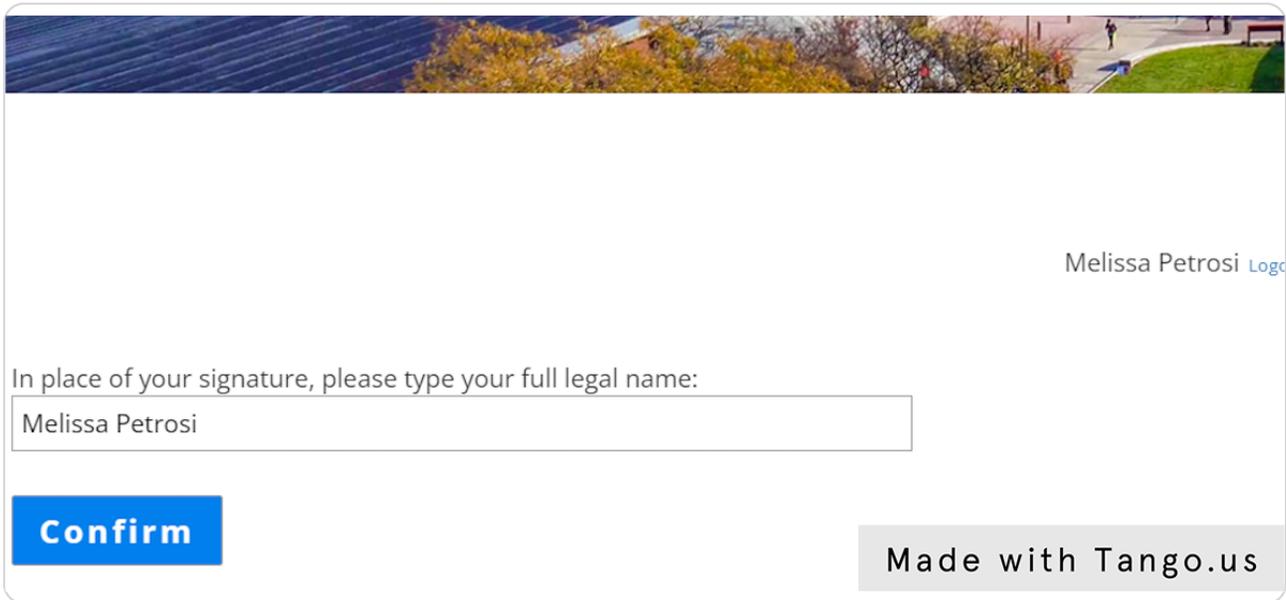
Applicants may receive a fee waiver for the \$50 application fee if they meet one of the following conditions. Please check all that apply:

You are an undergraduate applicant and have already attended or are scheduled to attend an OFFICIAL

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STEP 22

Enter name for electronic signature and click confirm



Melissa Petrosi [Log](#)

In place of your signature, please type your full legal name:

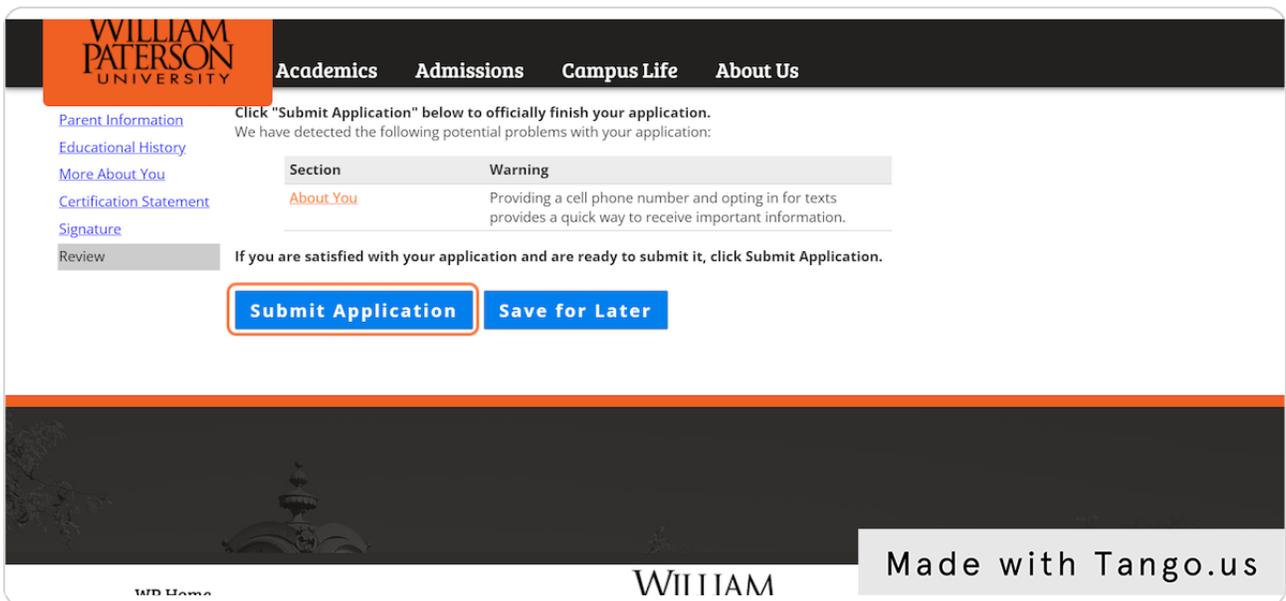
Confirm

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STEP 23

Click on Submit Application

If there is anything that is required and is not completed, you will see it on this page. If



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[Parent Information](#)
[Educational History](#)
[More About You](#)
[Certification Statement](#)
[Signature](#)
Review

Click "Submit Application" below to officially finish your application.
We have detected the following potential problems with your application:

Section	Warning
About You	Providing a cell phone number and opting in for texts provides a quick way to receive important information.

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application **Save for Later**

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Created in seconds with

Tango