



Instructions for Submitting Request for Registration Eligibility Form

Students must meet all registration eligibility requirements in order to register online. Undergraduate Kean University students who have not attended during the past academic year (Fall - Spring) must apply and be accepted for readmission prior to completing a registration eligibility form. Contact the [Office of Admissions](#) for a [Readmission Application](#) or view the following web site: <http://www.kean.edu/admissions/transfer-admissions/transfer-application-instructions>.

The following students **DO NOT** need to complete this form:

1. Kean University matriculated and non-degree students in good academic standing who have attended within the past academic year (Fall-Spring).
2. Graduate non-matriculated students who have previously attended and have received their web username and pin are not required to submit a new request for registration eligibility form. These graduate non-matriculated students are system ready and their eligibility for additional registration will be determined by the registration system.

EXPLANATION OF INFORMATION REQUESTED

- I. Basic Information- All students must complete this section. Students must check the appropriate eligibility category and submit the required documentation.
- II. Additional Information- Students who have never attended Kean University must complete this section.
- III. Request for Placement on the Registration Eligibility List. Students must indicate their preference.
- IV. Enrollment Certification- the Home Institution (*student's college/university*) must certify this part for every visiting student. A verification of current enrollment from the home institution may be substituted.
- V. Signature- Student must sign this Request for Registration Eligibility form before submission.

SUBMISSION OF FORMS

Students who meet the criteria and who wish to register must complete a [Request for Registration Eligibility](#) form. This form must be submitted online, along with all required supporting documentation. For questions about the [Request for Registration Eligibility](#) submission process, please contact the Office of the Registrar at (908) 737-3290 or email regme@kean.edu. Any students who have not previously attended Kean University must complete a [Request for Registration Eligibility](#).

ELIGIBILITY REGISTRATION for Kean University Students

Kean University undergraduate students in good academic standing, who have **NOT** attended during the past academic year (Fall-Spring), must submit an [Application for Readmission](#) to the Office of Admissions.

Graduate Level:

1. Graduate matriculated students in Master's programs and Graduate non-degree students who have not attended in the previous year, but who have been in attendance within the last three years, need not complete the [Request for Registration Eligibility](#) form if they already have their username and pin.
2. Graduate students who have not taken classes within the last three years and wish to resume the matriculated status must file a new application with the Office of Graduate Admissions.

3. Kean University students who have completed degree or non-degree programs must indicate the date and degree received on the [Request for Registration Eligibility](#) form.

ELIGIBILITY REGISTRATION for Non-Kean University Students

All students classified as non-matriculated at Kean University must submit the additional documentation as noted below in addition to the [Request for Registration Eligibility](#) form.

1. **Full-time Employees of Kean University** must submit documentation from the Human Resources Office.
2. **Students who have been admitted to a Kean degree or non-degree program** and would like to take a course prior to the start of their program should complete the [Request for Registration Eligibility](#) form.
3. **Students who hold at least a bachelor degree from another institution:** Submit proof of degree, either diploma or transcript bearing the college seal. Students who have attended as non- matriculated since summer 1994 will be exempt from this requirement.
4. **High School juniors and seniors:** may register for three credits for the Summer Session II semester. A letter of recommendation from their guidance counselor **and** the written approval of a Kean University Academic Department Chairperson are required and must be submitted along with the [Request for Registration Eligibility](#) form.
5. **Senior Citizens:** NJ residents age 65 and over, may register for open classes on a space availability basis by indicating their status on the [Request for Registration Eligibility](#) Form.
6. **Visiting Students:** Students who are enrolled in undergraduate or graduate programs at a regionally accredited college or university must have the home institution complete and return a [Verification of Enrollment Form](#). Verification of Enrollment Forms must be certified and mailed to Kean University's Office of the Registrar, 1000 Morris Avenue, Union NJ 07083. A verification of current enrollment from the home institution may be substituted for this requirement.

NOTE:

Undergraduate non-matriculated students are limited to a cumulative total of **12 credits** and may register on a seat availability basis only.

Graduate non-matriculated students are limited to a cumulative total of **6 credits** and may register on a seat available basis only. Enrollment as a graduate non-matriculated student does not guarantee acceptance into a graduate program. **Graduate non-matriculated students are not eligible for financial assistance.**

Restrictions may apply to courses as well as to programs. Please contact the Office of Graduate Admissions at 908-737-GRAD or via email at grad-adm@kean.edu before the registration date for information regarding these restrictions.

Second baccalaureate degree candidates may take no more than **6 credits** towards the second degree as non-matriculated students.