



The College of New Jersey

Center for  
Global Engagement

# **International Student Admissions Booklet**

## **J-1 Students**

### **2013 - 2014**

*Please return the completed application to:*

Center for Global Engagement  
The College of New Jersey  
Green Hall, Room 111  
2000 Pennington Road  
P.O. Box 7718  
Ewing, NJ 08628  
USA

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**

Dear Prospective Student,

Thank you for your interest in The College of New Jersey. The College of New Jersey (TCNJ) is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. .

Ranked as the #1 public master's college in the northern region of the United States by *U.S. News & World Report*, The College of New Jersey has been named one of the "most competitive" colleges in the nation by *Barron's Profiles of American Colleges*. A highly selective institution, TCNJ is regarded for offering an exceptional education at a reasonable cost. The approximately 5,600 full-time undergraduate students enjoy an average class size of 21 students and a 13:1 student-faculty ratio. TCNJ provides an interactive and supportive learning experience, where students collaborate with faculty members on innovative research and engage in discussion and analysis of relevant issues.

A strong liberal arts core forms the foundation for a wealth of degree programs offered through TCNJ's seven schools—Arts & Communication; Business; Culture and Society; Education; Science; Nursing, Health, and Exercise Science; and Engineering. The College is enriched by an honors program and extensive opportunities to study abroad, and its award-winning First-Year Experience and freshman orientation programs have helped make its retention and graduation rates among the highest in the country. Known for its aesthetic beauty and ranked by the *Princeton Review* as one of the most beautiful in the country, TCNJ's campus is set on 289 tree-lined acres in suburban Ewing Township, within one hour of New York City, Philadelphia, and a number of coastal resort communities.

TCNJ's population represents a wide range of ages, nationalities and ethnic groups. Our international students excel in their studies, participate in on-campus activities and clubs, and contribute to the college's growth in understanding other cultures and countries. Their presence and contribution at TCNJ are an important part of building a multicultural community and developing an academic environment that reflects diverse perspectives.

This booklet provides those additional forms that international students need to complete their applications with TCNJ Admissions. Please read the instructions carefully and include these forms in your TCNJ application for international students.

Please feel free to contact me if you have any questions or need assistance regarding you're the completion of these forms or other aspects of TCNJ life. You may visit the college website (<http://www.tcnj.edu>) for more information. Detailed information for international students, is available at: <http://www.tcnj.edu/~iss/>

Sincerely,

Jon W. Stauff

Director

Center for Global Engagement

Fax: 609-637-5128

Phone: 609-771-2596

[iss@tcnj.edu](mailto:iss@tcnj.edu)

## **ADDITIONAL FORMS FOR TCNJ APPLICATIONS—INTERNATIONAL STUDENTS**

All original documents not in English must be accompanied by certified English translations.

### **SUBMISSION CHECKLIST:**

- International Student Admission Application for DS-2019—attached in this packet
- Copy of Passport—must be up-to-date
- Doctor's Certification—must provide proof from a doctor that you are in good health and have had your vaccinations; the form can be found [here](#).
- Course Selection Worksheet - attached in this packet
- Statement of Financial Cost Worksheet—attached in this packet

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**

## ENGLISH PROFICIENCY REQUIREMENTS

If English is not your native language, you must prove English language competency through one of the following:.

- A satisfactory score on the TOEFL (Test of English as a Foreign Language), with a minimum composite score of 550 (paper-based) or 80 (computer-based).
  - Prospective student applying from abroad must submit an official TOEFL score report to the college. The test must have been taken within two years immediately preceding the required semester of admission.
  - Completion in an intensive English Language program with grades equivalent to C or better at an accredited U.S. Institution.
- OR
- Three credits of college-level English composition with a grade of C or better at an accredited U.S. college or university

Submit an official TOEFL score and/or transcript to the address below:

Center for Global Engagement  
The College of New Jersey  
Green Hall, Room 111  
2000 Pennington Road  
P.O. Box 7718  
Ewing, NJ 08628  
USA

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**

## ESTIMATE OF ANNUAL EXPENSES

An International Undergraduate Student on J-1 visa status **MUST** enroll in a minimum of 3 Units (12 Credits) and an International Graduate Student on J-1 visa status **MUST** enroll in a minimum of 9 credits EACH semester. The following list summarizes the approximate expenses an international student will incur in a 4-month semester at TCNJ (1 semester); costs will be doubled for those students staying for one 12-month year at TCNJ (2 consecutive semesters) All costs are subject to change.

*This is a modest, no extras' budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10% more.*

Room/Board (undergrad only—includes meals)	\$ 6,000
Personal Items/Clothing	\$ 1,500
Local Transportation	\$ 500
Books and Supplies	\$ 700

---

<b>SEMESTER TOTAL</b>	<b>\$ 8,700</b>
-----------------------	-----------------

All ART MAJORS and MUSIC MAJORS must prove then can support the additional cost of art supplies and/or individual music lessons, estimated at \$1,000 per semester.

Students planning to bring a spouse, child or children in J-2 status must show additional evidence of financial capability to cover their annual expenses in the following amount: \$13,300 annually for your spouse and \$5,000 for each child.

Applicants should not count on employment during their studies as a means of financial support.

The College encourages students to be prepared for unforeseen and discretionary spending not included in TCNJ's estimate of annual expenses.

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**

Center for Global Engagement  
The College of New Jersey

**APPLICATION FOR A DS-2019 FORM**  
Certificate of Eligibility for J-1 Student Status

**PART I: Personal Information**

**Name in passport: You must attach a photocopy of your passport's identification pages to this application.**

Family (Surname) \_\_\_\_\_ First (given) \_\_\_\_\_ Middle \_\_\_\_\_

Foreign Address \_\_\_\_\_  
Number and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

U.S. Address \_\_\_\_\_  
Number and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Gender: Male ☐ Female ☐ City of Birth: \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Country of Permanent Residence \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name \_\_\_\_\_ International Telephone # \_\_\_\_\_

Emergency Address \_\_\_\_\_  
Number and Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

E-mail: \_\_\_\_\_  
Relationship \_\_\_\_\_

Unmarried ☐ Married ☐ **Please complete the following information about your spouse and/or child (children) only if they will come with you to the U.S.**

Name (family, first) \_\_\_\_\_ Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship \_\_\_\_\_

Name (family, first) \_\_\_\_\_ Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**

**APPLICATION FOR A DS-2019 FORM**  
Certificate of Eligibility for J-1 Student Status

**PART II: Program Information**

What is your Major field of study? \_\_\_\_\_

What is your Minor field of study? \_\_\_\_\_

Academic Level \_\_\_\_\_  
(Bachelors/Masters)

Program Begin Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

**PART III: How you will receive your DS-2019**

Your DS-2019 form will be sent standard air-mail to the name and address you indicate in the address box. *If you need express delivery service*, you should request someone in the U.S. to pick it up and send it to you. If that isn't possible, please contact our office. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**\* Please note that your DS-2019 form cannot be issued until you are accepted.**

Center for Global Engagement  
The College of New Jersey

**COURSE SELECTION WORKSHEET**  
J-1 Registration Information

**Please print your desired course selections below. In case one of your first choices is unavailable to your schedule due to conflicts or closures, please also list alternative courses.** Course listings may be found by doing the following:

- 1) Go to The College of New Jersey's Academics Page: <http://www.tcnj.edu/academics/>
- 2) On the right side of the page, click on the link "*TCNJ Course Catalog*"
- 3) Under "Self Service", click on the link "*Class Search*" (for courses in the upcoming semester) and "*Browse Catalogue*" (for all course titles and descriptions)

Course Number (e.g., SPA-101)	Title	Credit Hours
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Alternate Courses**

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

*(Please note: most TCNJ students take four courses per semester, with each course worth one course (or four credits). Please be sure to consult the "Class search" link mentioned above for courses that will be offered in the coming semester.)*

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**

**STATEMENT OF FINANCIAL COST WORKSHEET**  
Annual Financial Requirements for J-1 Students

\* Do not complete this part unless you have carefully read all instructions that are on the website:  
<http://www.tcnj.edu/~iss/> \* The below information must be completed and submitted before processing the DS-2019.

**How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:**

Source of my support:	Annual Amount
<input type="checkbox"/> <b>Personal Funds.</b> The amount available to me from my own resources every year is (divide by number of years in your program)	_____
<input type="checkbox"/> <b>Cash funds from a Sponsor</b> to be given every year: Sponsor's name_____	_____
<input type="checkbox"/> <b>Cash funds from a second Sponsor</b> to be given every year: Sponsor's name_____	_____
<input type="checkbox"/> <b>Cash funds from a third Sponsor</b> to be given every year: Sponsor's name_____	_____
<b>Total amount available to me every year of study.</b> (This amount must be the same or more than your minimum annual costs.)	_____

**The following documents are enclosed to prove my financial responsibility:**

**My Personal Documents**

\_\_\_\_\_ Bank Statement  
\_\_\_\_\_ Proof of Income

**STATEMENT OF FINANCIAL COST WORKSHEET**  
Annual Financial Requirements for J-1 Students

**PART I: Tuition and School Fees**

If you are a tuition-exchange student, you **MUST** pay tuition to your home campus; you will not be required to pay TCNJ tuition and fee costs. Any other tuition payment situations must be agreed upon between your host institution and TCNJ and will be discussed accordingly.

**PART II: Living Costs**

*Average living costs for a 4-month semester are estimated below; costs will be doubled for those students staying for one 12-month year at TCNJ (2 consecutive semesters). This is a modest, no extras budget. It does not include such items as telephone calls, for example. It is highly recommended that you bring at least 10% more.*

**ROOM AND BOARD** \$ 6,000  
This is the cost of campus housing plus meals.

**PERSONAL ITEMS AND CLOTHING (undergrad and grad)** \$ 1,500

**TRANSPORTATION** \$ 500  
This includes local transportation only. Travel to and from your country, or the costs of owning a car are additional expenses.

**BOOKS AND SUPPLIES (undergrad and grad)** \$ 700  
(Note: Art majors must prove they can support the *additional cost of art supplies*, estimated at \$2,000 annually.)

**TOTAL:** **\$8,700**

**PART III: Dependent Costs**

*If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the following amount: \$ 13,300 annually for your spouse; \$5,000 for each child. Expect Annual Increases of Ap-*

**YOUR Estimated ANNUAL COSTS**

**TOTAL FROM PARTS I/II:** \$ \_\_\_\_\_

Enter the amount from above.

**LIVING COSTS: SPOUSE** \$ 13,300

**LIVING COSTS: CHILDREN** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Center for Global Engagement  
The College of New Jersey

**TRANSCRIPT RELEASE FORM**  
Permission for Release of TCNJ Academic Transcript J-1

Family (Surname)	First (given)	Middle
------------------	---------------	--------

<sup>1</sup>  
Semester(s) at The College of New Jersey: **FALL 201**\_\_\_\_ **SPRING 20**\_\_\_\_ **YEAR 201**\_\_\_\_ - **201**\_\_\_\_

Program Begin Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

International Student Type: \_\_\_\_\_ J-1 Exchange Student

I am requesting that my academic record (transcript) be sent from THE COLLEGE OF NEW JERSEY (TCNJ) to the address given below. I give permission to The College of New Jersey to release my transcript to my home university upon completion of my semester(s) of study.

Date	Student Signature
------	-------------------

Number of Copies needed: \_\_\_\_\_

Your Transcript will be sent standard air-mail to the University name and address you indicate in the address box. PRINT THE UNIVERSITY'S NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

<u>University Name:</u> _____
<u>University Office Contact Person (if available)</u> _____
<u>University Office Name (if available)</u> _____
<u>Address Line 1:</u> _____
<u>Address Line 2:</u> _____
<u>City:</u> _____
<u>Zip Code:</u> _____
<u>Country:</u> _____

**Fax:** 609-637-5128

**Phone:** 609-771-2596

**iss@tcnj.edu**