

# APPLICATION PROCEDURE

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## Step 1

Request that your high school and prior colleges send official transcripts to Enrollment Services Express at the main campus. If you earned a GED, submit official documentation to Enrollment Services Express. In addition to submitting a completed application, applicants may be asked to provide current proof of residency (e.g., NJ State ID, County ID, home phone or utility bill in student's name) in order to be charged in-county tuition rates.

## Step 2

New students seeking degrees or certificates are required to complete a pre-enrollment placement test. Test results determine placement in college-level or developmental courses. You can make an appointment (<https://www2.registerblast.com/essex/Exam/List/>) to take the test after receiving an acceptance letter. Students who are not satisfied with test results can make an appointment to re-take the placement test for a nominal fee.

*Exemptions from Placement testing:*

1. If you have already transferred college-level credits in English composition and mathematics with grades of "C" or better.
2. If you have SAT scores of 500 or higher on verbal and/or mathematics sections, or ACT scores of 21 or higher in English/Reading and 21 or higher in Mathematics (SAT and ACT scores are good for 5 years from original test date).
3. If you took a placement test at another New Jersey college in the last 3 years; scores should be sent to the Enrollment Service Express for evaluation. Test must have been taken within the last 3 years.
4. If you have already earned an Associate or higher degree from U.S. college; appropriate documentation must be provided to the Enrollment Service Express.

## Step 3

If applying for financial aid, you need to complete the Free Application for Federal Aid (FAFSA). You can log on to the website [www.fafsa.gov](http://www.fafsa.gov) (<http://www.fafsa.gov/>). Applicants for financial aid must have a high school diploma, GED, or equivalent. For more information, contact the Financial Aid Office at 973-877-3200 and see Financial Requirements and Financial Services section in this catalog.

## Step 4

Following placement testing, make an appointment (<https://www2.registerblast.com/essex/Exam/List/>) to attend an orientation/advisement session. You will meet with an advisor to develop a schedule or register for classes.