

**NJIT-ITU Dual Diploma Program  
Transfer Application Process  
Academic Year 2023-24**

Dear NJIT-ITU DDP students,

We are excited that you are in the process of transferring to the Electrical and Computer Engineering department at NJIT in this September. In order to ensure smooth transfer process, please follow below timeline and directions for application.

**Sophmores- Apply for Transfer Admission**

**Seniors- Apply for Readmission**

- <https://connect.njit.edu/apply/>
- It is important that you use **only English alphabet** on your NJIT application. Please refrain from using accents etc. on your application.
- If you have any questions about the admissions processes, please contact Ms. Pamela de Leon at the University Admissions. She can be reached at [pamela.deleon@njit.edu](mailto:pamela.deleon@njit.edu).

**We recommend that you apply for NJIT transfer ASAP for timely visa appointments.**

**Application should be submitted by April 1**

Once you are accepted, you will receive a new student packet from the admissions office **via email**. I-20 information will be provided electronically as well. All students must complete international student orientation. Please check email from the Office of Global Initiatives for details.

**Complete the application for an I-20 (bank statement-affidavit of support) upon acceptance**

- You will be provided a link to download and complete the I-20 application.
- Please be advised that the Office of Global Initiatives will be issuing your I-20. For any questions or issues with I-20, please contact Ms. Yolanda Hardaway at [yolanda.hardaway@njit.edu](mailto:yolanda.hardaway@njit.edu)

**Activate your UCID and email**

- For sophomores, please wait for the university to send you the instruction to set up your UCID.
- If you need help, please contact the Helpdesk. You can reach them anytime. <https://ist.njit.edu/>

Apply for Housing- Immediately after acceptance

For your safety during the pandemic, we recommend NJIT residence halls for your housing.

- <https://www.njit.edu/reslife/index.php>

Seniors registration- Upon acceptance

- Please contact Ryoko as soon as you are accepted. [mathes@njit.edu](mailto:mathes@njit.edu)
- Your advisor for the Senior year is Dr. Sosnowski

ITU final transcript to be sent to NJIT- early June

- Please forward an unofficial copy of your transcript to Ryoko as well.
- **Only grade of CC or above will accepted as transfer credits.**
- If you received a grade below C, you may need to delay your start year at NJIT.
- **There is a possibility of delay in your graduation date, if you have CC or below grade at ITU or unsatisfactory grade at NJIT.**

Sophomores Schedule provided, mid-late July

- Ryoko will get in touch with you and inform you of your Fall schedule
- Once students are accepted to NJIT and complete international student online modules, Ryoko will hold a virtual meeting for you to register for classes.

We look forward to meeting all of you in September.

If you have any questions, please feel free to contact Ryoko Mathes, Academic Advisor, at [mathes@njit.edu](mailto:mathes@njit.edu).

Best,

Helen and John C. Hartmann Department of Electrical and Computer Engineering  
New Jersey Institute of Technology