

**NJIT-ITU Dual Diploma Program  
Transfer Application Process  
Academic Year 2025-2026**

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 Mr. Alberto Guichardo at the University Admissions. He can be reached at [alberto.d.guichardo@njit.edu](mailto:alberto.d.guichardo@njit.edu).

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

**Application should be submitted by March 20**

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. For any immigration related matters, please contact the Office of Global Initiatives at [global@njit.edu](mailto:global@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

We recommend NJIT residence halls for your housing.

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

Seniors registration- Upon acceptance

- Please contact Ms. Ryoko Mathes as soon as you are accepted. [mathes@njit.edu](mailto:mathes@njit.edu)

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

- Ms. Mathes 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, Ms. Mathes 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 Ms. 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