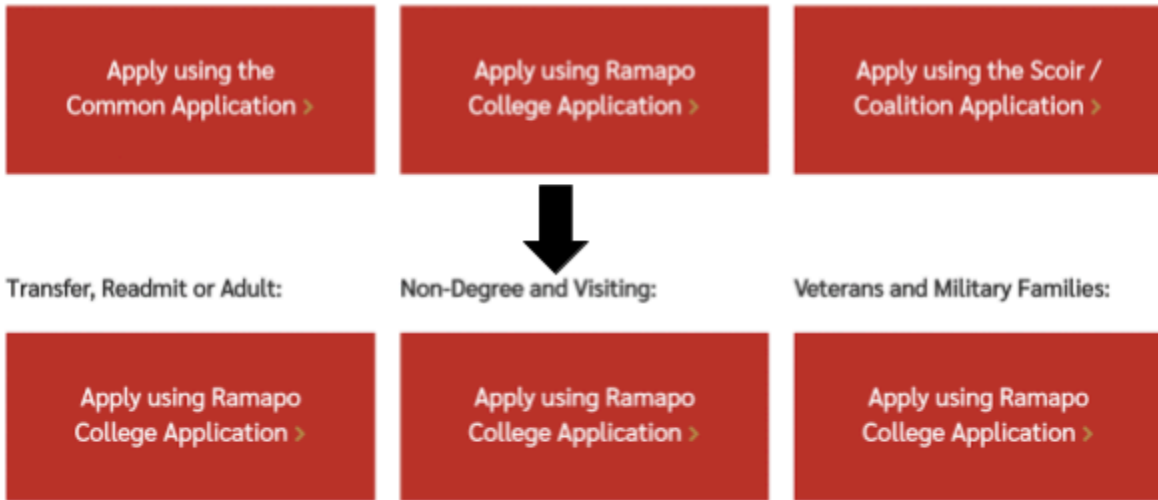


## STEP 1

Go to <https://www.ramapo.edu/admissions/apply/> and click on the section: **Non-Degree and Visiting** and click on the **Apply using the Ramapo College Application**

### Undergraduate Students

For Freshman/ First-Year Students:



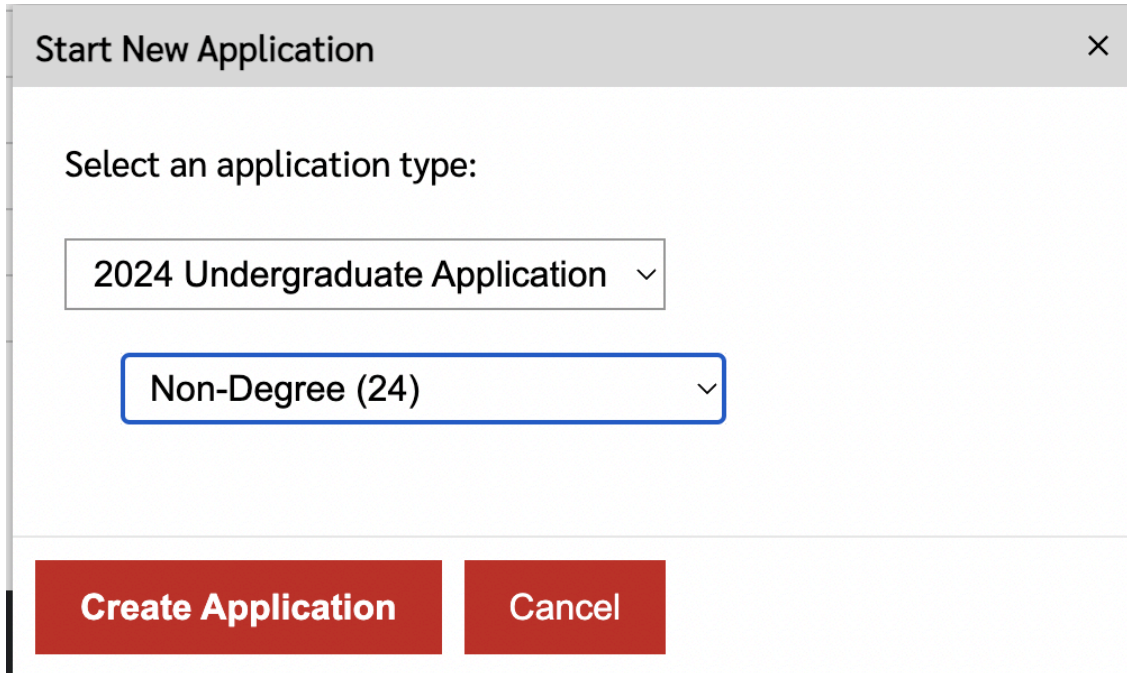
## STEP 2

Click on the second option for **first-time users** to **create an account** to start the application

The screenshot shows the Ramapo College Office of Admissions website. At the top left is the Ramapo College logo. To the right is the text 'Office of Admissions'. Below this is a section titled 'Application Management'. Under 'Returning users:', there is a link 'Log in to continue an application.' Under 'First-time users:', there is a link 'Create an account to start a new application.' A large black arrow points from the 'Application Management' section down to the 'First-time users' link. At the bottom of the page, there is a dark grey footer with the Ramapo College logo on the left, 'CONTACT INFORMATION' in the center, and social media icons for Twitter, Facebook, YouTube, Flickr, Instagram, and CampusReel on the right. The footer also includes the address: 'McBride House, 505 Ramapo Valley Road, Mahwah, NJ 07430', phone number '201-684-7300', and email 'admissions@ramapo.edu'. A copyright notice 'Copyright ©2021 Ramapo College Of New Jersey | Office of Admissions' is at the very bottom.

**STEP 3**

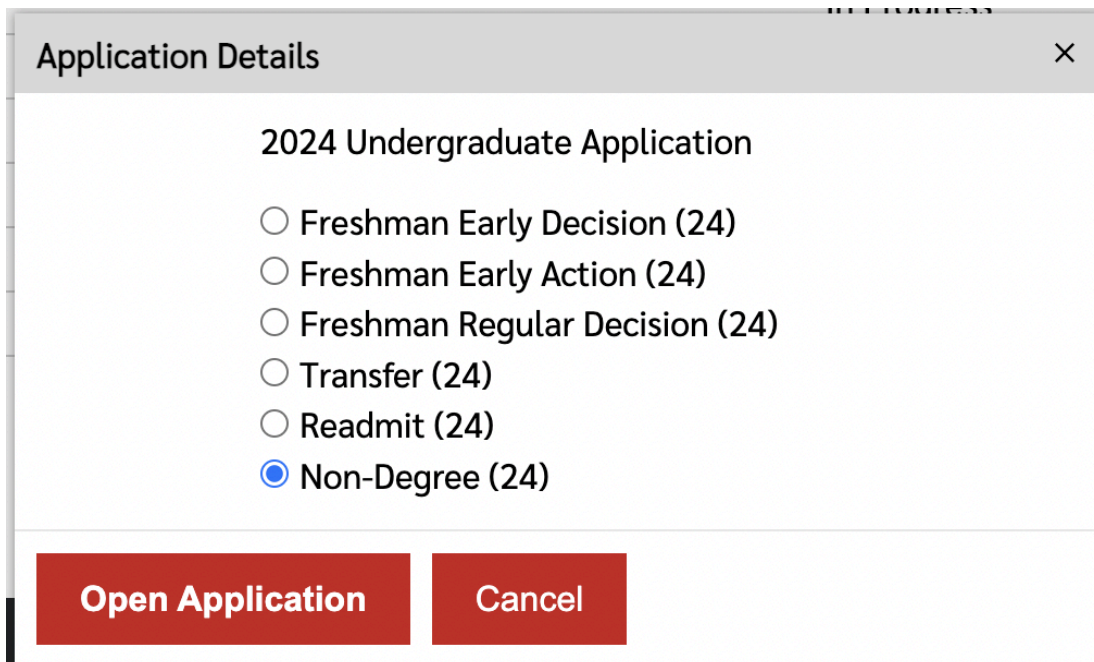
When you start a new application, your application type should look like this **2024 Undergraduate Application and Non-Degree (24)**



The screenshot shows a dialog box titled "Start New Application" with a close button (X) in the top right corner. Below the title bar, the text "Select an application type:" is displayed. There are two dropdown menus: the first one shows "2024 Undergraduate Application" and the second one shows "Non-Degree (24)". At the bottom of the dialog, there are two red buttons: "Create Application" and "Cancel".

**STEP 4**

Your Application Details should look like this **2024 Undergraduate Application and Non-Degree (24)** then you will click **Open Application**



The screenshot shows a dialog box titled "Application Details" with a close button (X) in the top right corner. Below the title bar, the text "2024 Undergraduate Application" is displayed. Below this text, there is a list of radio button options: "Freshman Early Decision (24)", "Freshman Early Action (24)", "Freshman Regular Decision (24)", "Transfer (24)", "Readmit (24)", and "Non-Degree (24)". The "Non-Degree (24)" option is selected, indicated by a blue dot. At the bottom of the dialog, there are two red buttons: "Open Application" and "Cancel".

## STEP 5

Complete the information in the **Personal Background** section. Then click on the **Application Questions** section. For the question Non-Degree Seeking Student (please select one): you must click **Dual Enrollment Student**. For the question Entry Term you must click **Fall 2024** or **your application will not be processed with the Dual Enrollment rate**.

**\*\*As a Dual Enrollment Student, you will not be required to complete the sections Academic School History or Document Uploads or pay the \$25.00 non-refundable application fee that other Non-Degree students have to submit\*\***

---

[Home](#)

---

[Personal Background](#)

---

**Application Questions**

---

[Family Information](#)

---

[Signature](#)

---

[Review](#)

### Application Questions

**\* required fields.**

\* Non-Degree Seeking Student (please select one):

Dual Enrollment Student

Dual Enrollment Students are currently enrolled in a high school that has an established dual enrollment agreement with Ramapo College. If you are a high school student and do not attend one of the following high schools you are not eligible for the dual enrollment program and should refer to the Non-Degree Seeking Student selection to apply as a High School Student.

\* Entry Term:

Fall 2024

## STEP 6

Complete the rest of the questions in **Application Questions and Family Information** sections. Then read over the Terms and Conditions in the **Signature** section and **type your full legal name**.

[Home](#)

[Personal Background](#)

[Application Questions](#)

[Family Information](#)

[Signature](#)

[Review](#)

### Terms and Conditions

Terms and Conditions as follows:

- I am in good academic and social standing at the college/university I am currently attending or have previously attended.
- I possess a high school diploma/GED or I am a currently enrolled high school junior or senior
- As a non-degree student I may ONLY register for “seats available” in an OPEN course
- I may enroll in a maximum of 11 credits per semester and earn a total of 28 credits before applying for matriculation
- Visiting students who wish to register for a course(s) that has a prerequisite restriction must provide a letter of permission from their home institution stating they are permitted to enroll in the course or submit unofficial transcripts showing they completed the prerequisite with a minimum grade of C.
- By taking course work as a non-degree student I understand there is no assurance that these credits will satisfy degree requirements at my current college/university and/or at Ramapo College AND
- Permission to register as a non-degree student in no way suggests or implies that I will be admitted as a matriculated student to Ramapo College either now or in the future

**Dual Enrollment** Terms and Conditions as follows:

- By taking course work as a Dual Enrollment Student I understand there is no assurance that these credits will transfer to another college/university or satisfy degree requirements at said

## STEP 7

Complete the **Review** section and submit your application! Your application will be processed within 2-3 business days. Once the application has been processed, you will receive an email with the subject “Status Update: Your Ramapo College Application”. You will have to log back into your Ramapo College application portal to view your next steps: activating your Ramapo College email address and payment instructions for the course. If you have additional questions about the program, please contact Kelly Doran.

Sincerely,

Kelly Doran

Assistant Director of Admissions and Dual Enrollment

Phone: 201-684-7630 Text: 201-903-7170 Email: kdoran@ramapo.edu