

Matriculation Instructions

Urban Residency Cohort Program (RISE)

In order to participate in the Urban Residency program, you must first be admitted to TCNJ's certificate program. In addition to the online application (instructions below), you will need to gather the following supplemental documents:

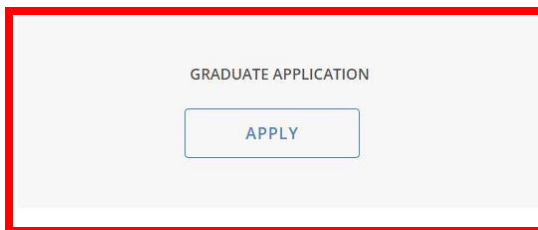
- Essay (personal statement, no more than 2 pages expressing your professional goals and reasons for wanting to enroll as a graduate student at TCNJ)
- Two (2) letters of recommendation
- Copy of resume
- Official undergraduate transcript
- \$75 application *waived if you have attended a RISE information session/orientation event*

Upon matriculation, students must complete the following:

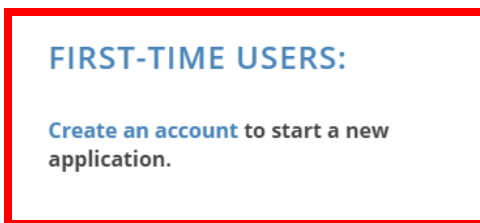
- Graduate pre-entrance health requirements
- Pay a one-time LiveText fee (\$139)

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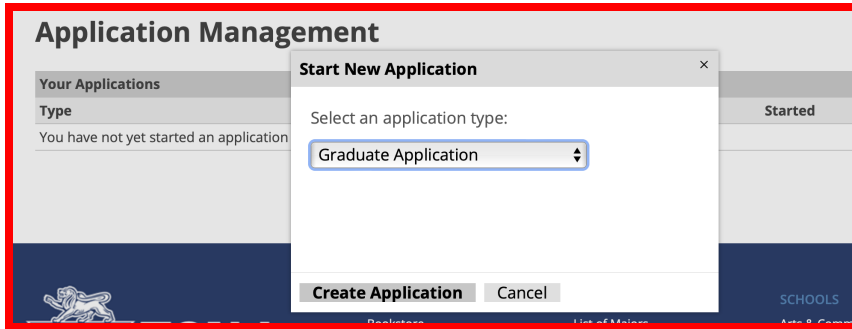
1. Visit <https://graduate.tcnj.edu/apply/>
2. Click on "Apply"



3. Click on "Create an account." Follow the prompts to set up your username and password



4. Click on "Start New Application"
5. Select "Graduate Application" from the drop down list and "Create Application."



6. Enter your information under each section. **Letters of recommendation and essay are not required.** You can skip that section altogether.
7. Under the “Program” tab, select the following drop downs:
 - a. Entry Term= ***Choose next available term***
 - b. Location = Choose ***Off-Site Cohorts (New Jersey)***
 - c. Off-Site Program = Select ***Urban Residency Program (RISE)***
 - d. Have you ever attended TCNJ before: *Answer individually*
 - e. Answer other questions individually

8. Under the “School History” tab, add your undergraduate institution. This is the school from which you will be requesting an official transcript to be sent to Graduate Studies (see below for more details on this step).
9. Sign your name on the “Signature” tab to acknowledge your application submission and click “Confirm.”
10. On the “Review” tab, click “Submit Application.”
11. Once you click “Submit,” you will be brought to a screen where you can upload your supplemental materials (resume). If you have any difficulties uploading materials, please email graduate@tcnj.edu for support.

Upload Materials
To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. We have not requested that you submit documents to us, you may disregard this.

Choose File No file chosen

Application Checklist Application Submitted: 03/02/20

Status	Details	Date
✘ Awaiting	Resume	
✘ Awaiting	Teacher Certification	
✘ Awaiting	Transcript for: [REDACTED] Dates Attended: [REDACTED]	

12. Please send your **official** undergraduate transcripts to the following address:

TCNJ, Office of Graduate Studies
Green Hall, Room 202
2000 Pennington Rd.
Ewing, NJ 08628

E-transcripts can be sent to: graduate@tcnj.edu

- If you obtained a degree from TCNJ, you may skip this step because we already have access to your transcripts.
- If you earned your undergraduate degree outside of the US, you will need to have your transcript evaluated by an agency such as [World Evaluation Services](#).

13. Complete your [pre-entrance health requirements](#)

14. Since you are working toward initial certification, you must also submit proof of Basic Skills (Praxis Core, SAT, GRE). Please find more information on this last step [here](#), under #5.