Visiting Students Unemployment Tuition Waiver Process

PART 1: REQUIREMENTS

- Apply to Rutgers University through the Office of Admissions as a degree seeking student or non-matriculating student.
- If you are matriculated at another college or university contact your advisor to request an extensive list of courses that qualify towards your degree. If you are not currently matriculated at another college or university, schedule an appointment with the Office of Summer & Winter Sessions to review course options and receive a Course Approval Form. A list of course options must be presented to your local One-Stop Career Center.
- Obtain an Unemployed Person Job Training Form* (Tuition Waiver Program) and Employability Development Plan (EDP) from your local One-Stop Career Center. Click [here](#) to find out how.

PART 2: CERTIFICATION

- Students must login to the Summer & Winter Sessions Application Portal (SWAP) and complete the Certification Form. The certification form will be available November 23-December 15. First time users must create an account. You must upload your Unemployed Person Job Training Form and the Employability Development Plan directly to SWAP.
- You may only certify during the certification period (see dates below).
- Only certified students will be allowed to register for winter session courses (no exceptions).

PART 3: REGISTRATION AND PAYMENT

- Registration must be processed by a Registrar representative, and takes place on the first day of the session, no exceptions.
- A Registrar representative will contact applicants to schedule a time to process their winter registration. Students will be contacted in the order that their documents were received.
- All students must pay the $20 registration fee and any applicable course fees or health insurance charges that appear on their term bill. To view your bill and make payment click [here](#).

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<tr>
<th>Winter Session 2022</th>
<th>Certification Period</th>
<th>Registration</th>
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<tr>
<td></td>
<td>November 23 - December 15, 2021</td>
<td>December 23, 2021</td>
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