

Visiting Students Unemployment Tuition Waiver Process

PART 1: REQUIREMENTS

- Complete the Visiting Student Registration Form located under available Applications in the Summer & Winter Sessions Application Portal (SWAP). First time users must create an account.
- Comply with Policy 10.3.14, COVID-19 Immunization Record Requirement for Students.
- Complete a current Free Application for Federal Student Aid (FAFSA) here <https://myrun.newark.rutgers.edu/funding-your-education>.
- 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. Visit <https://nj.gov/labor/myunemployment/labor/myunemployment/jobseekers/training/index.shtml> to find out how.

PART 2: CERTIFICATION

- Students must complete the certification form located under available Applications in the Summer & Winter Sessions Application Portal (SWAP). 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

- You may only register on the first day of the session, no exceptions (see registration dates below).
- The Office of the Registrar will contact you directly to complete your registration. Students will be contacted in the order that their documents were received.
- All students must pay any applicable course fees or health insurance charges that appear on their term bill. To view your bill and make payment visit <https://myrun.newark.rutgers.edu/accessing-your-term-bill>.
- Payment must be made on day of registration.

	Certification Period	Registration
Winter Session 2023	November 23 - December 15, 2022	December 23, 2022