



School of Arts and Sciences

IMPORTANT DATES AND DEADLINES

FINANCIAL AID ELIGIBILITY

Priority deadline for submission of all financial aid documents: March 15, 2009

PLACEMENT TESTING

Saturday, March 28, 2009	Lucy Stone Hall Auditorium	Livingston Campus (LC)
Saturday, April 4, 2009	Scott Hall, Room 123	College Avenue Campus (CAC)
Saturday, April 18, 2009	Scott Hall, Room 123 & Van Dyke Hall, Room 211	College Avenue Campus (CAC) College Avenue Campus (CAC)
Saturday, April 26, 2009	Scott Hall, Room 123 & Van Dyke Hall, Room 211	College Avenue Campus (CAC) College Avenue Campus (CAC)

ACADEMIC PLANNING AND ADVISING DATES

Sunday, May 3, 2009	College Avenue Gym, College Avenue Campus (CAC)
Saturday, May 9, 2009	College Avenue Gym, College Avenue Campus (CAC)
Saturday, May 16, 2009	College Avenue Gym, College Avenue Campus (CAC)

SUMMER INSTITUTE ORIENTATION

Saturday, June 6, 2009	Rutgers Student Center, College Avenue Campus (CAC)
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SUMMER INSTITUTE

Sunday, June 28 through Friday, July 31, 2009

FINANCIAL AID ELIGIBILITY

You need to have filed a Free Application for Federal Student Aid (FAFSA) in order to attend the School of Arts and Sciences EOF Summer Institute.

In addition to filing a FAFSA, it is imperative that you submit a copy of the following documents to the EOF office to avoid delay of your financial aid:

1. Signed Copy of Parent's 2008 Federal Income Tax Forms, i.e. 1040, 1040A, 1040EZ
2. Student's 2008 Federal Income Tax Forms, i.e. 1040, 1040A, 1040EZ
3. 2008 yearly Welfare Statement (welfare recipients only)
4. 2008 yearly Social Security Statement (Social Security recipients only)

Although you may have sent some of these documents to the Rutgers Financial Aid Office or the State of New Jersey, it is mandatory that you also send copies to the EOF Program Office. This will allow us to help you avoid delays that can affect your ability to pay your term bill on time.

Use the enclosed, pre-addressed envelope to submit these documents to:

School of Arts and Sciences EOF Program
Rutgers, The State University of New Jersey
2 Richardson Street
College Avenue Campus
New Brunswick, NJ 08901-8533

PLACEMENT TESTING

In preparation to begin your undergraduate education, we ask that you join us on campus twice this spring, once for a series of required placement tests and once for an academic planning & advising (APA) program to meet with advisors and select courses for the fall semester. Since placement test results are needed to create your Summer Institute Schedule, you must take your placement tests no later than May 15, 2009.

The Rutgers Placement Tests determine the courses you are eligible to take in English, math and foreign languages. All incoming first-year students at SAS are required to take placement tests, although students with a verbal SAT score of 600+ are exempt from completing the English portion and will automatically be placed into Expository Writing.

Saturday, March 28, 2009	Lucy Stone Hall Auditorium	Livingston Campus (LC)
Saturday, April 4, 2009	Scott Hall, Room 123	College Avenue Campus (CAC)
Saturday, April 18, 2009	Scott Hall, Room 123 & Van Dyke Hall, Room 211	College Avenue Campus (CAC) College Avenue Campus (CAC)
Saturday, April 26, 2009	Scott Hall, Room 123 & Van Dyke Hall, Room 211	College Avenue Campus (CAC) College Avenue Campus (CAC)

Placement testing runs from 8:30 a.m. to 3:30 p.m. with a break for lunch. **All students should arrive by 8:15 a.m. so testing can begin promptly by 8:30 a.m.** You MUST make a reservation. Beginning on February 1, you can go online to <http://oirap.rutgers.edu/testplace.html> to reserve your space for a date of your choice. We recommend that you attend an early date, because late April and May will likely be very busy with your senior year activities.

If you have any fluency in a language other than English or if you studied a foreign language in high school, you are required to take the foreign language test – whether you plan to study it in college or not.

Prepare for the test. You could save yourself a semester or more of college math requirements simply by thoroughly reviewing your high school math before taking the placement exam.

If you completed the AP exam in English Lang/Comp or Calculus AB or BC with a score of 4 or 5 in your junior year, you do not have to complete the placement test in that subject, so long as the AP scores are sent to Rutgers.

For more information about placement testing, including sample questions: <http://oirap.rutgers.edu/testplace.html>. For other information or questions, please contact frosh@sas.rutgers.edu.

ACADEMIC PLANNING AND ADVISING (APA)

The Academic Planning & Advising (APA) program has been designed to introduce you to the philosophy of a liberal arts education, inform you about your degree requirements, and assist you in selecting first semester courses. During the program, you will be requesting your fall 2009 classes, so attendance at one of the programs is mandatory. Course selection is not first-come, first-served.

Sunday, May 3, 2009	College Avenue Gym, College Avenue Campus (CAC)
Saturday, May 9, 2009	College Avenue Gym, College Avenue Campus (CAC)
Saturday, May 16, 2009	College Avenue Gym, College Avenue Campus (CAC)

You must attend the full day's program (9:00 a.m. to 4:00 p.m.). Your parents/guardians are welcome to join us and will have their own program through the day. Information about registration for the programs will be forthcoming.

During the Academic Planning & Advising program, you will be meeting with professional academic advisors, faculty and peer advisors to discuss your major/minor options and degree requirements. You will attend special meetings for an overview of academic goals and requirements, an introduction to a department of your choice, and information about pre-professional or liberal arts options. All of the information that you gather will help you to make good course selections.

For more information or questions, please contact us at frosh@sas.rutgers.edu.

SUMMER INSTITUTE ORIENTATION MEETING

Saturday, June 6, 2009

Location: Rutgers Student Center, College Avenue Campus

9:00 a.m. – 12:00 p.m. Students with last names A-L

1:30 p.m. – 4:30 p.m. Students with last names M-Z

SUMMER INSTITUTE REQUIREMENT

Sunday, June 28 through Friday, July 31, 2009

To prepare for your college experience, you will join other EOF students at the School of Arts and Sciences EOF Summer Institute. During this five-week program you will live on campus and participate in a variety of educational, social and recreational activities. Math and writing courses will be available to you, along with sessions designed to advance your skills in the areas of computer applications, reading, study skills, and test taking. Workshop presentations will help you begin making informed choices about academic majors and careers. Data shows that students who complete the Summer Institute make an easier and more successful transition to the University. A special summer EOF grant will cover the cost of tuition, textbooks, housing and meals. Please do not make other plans during this time.

Your admission to the EOF Program at the School of Arts and Sciences is contingent upon your successful completion of the EOF Summer Institute.

WHAT TO BRING

- Fan (residence halls are not air conditioned)
- Pillows & bed ensemble (blanket, long twin-size fitted sheet, etc.)
- Towels
- Alarm Clock
- Toiletries (shower slippers, soap, toothpaste...)
- Basket (to carry toiletries to and from bathroom)
- Bathrobe
- Notebooks, paper, pens, pencils
- College dictionary
- Medications

WHAT NOT TO BRING—PROHIBITED ITEMS

- Microwaves/Hot plates/Ovens/Refrigerator

PARKING ON CAMPUS:

Students planning to keep a car on campus during the Summer Institute will need to arrange for a Rutgers parking permit. Permits may be obtained from the Rutgers Department of Transportation Services online: <http://parktran.rutgers.edu/>

Please note that we are not responsible for lost or stolen goods.

SUMMER INSTITUTE MOVE-IN DAY ITINERARY

Sunday, June 28, 2009

- 9:00 a.m. Students with last names A-L move in
- 10:00 a.m. Parents A-L Orientation – location to be announced
- 10:30 a.m. Students with last names M-Z move in
- 11:30 a.m. Parents M-Z Orientation – location to be announced
- 12:00 p.m. Parents depart campus
- 12:30 p.m. Luncheon: all students

DRIVING DIRECTIONS

Tinsley and Mettler Halls
113 College Avenue
College Avenue Campus
New Brunswick, New Jersey

Garden State Parkway Southbound

Turn off at Exit 129 for the New Jersey Turnpike and head south. Turn off Exit 9, bear right after the tollbooths and follow signs for "Route 18 North - New Brunswick." Stay to the left to continue on Route 18 North. Proceed along on Route 18 North, past the two exits for Route 27 and take the exit marked "George Street-Rutgers University" (approximately 2.6 miles from Turnpike). At the top of the exit ramp, turn left at the traffic light onto George Street. Take George Street to the first block, Seminary Place, and turn right. Proceed to the end of Seminary and turn right onto College Avenue. Continue on College Avenue for one block, past Bishop Place. Tinsley Hall and Mettler Hall will be on the right hand side.

Garden State Parkway Northbound

Turn off at Exit 105 and follow signs for Route 18 North. After approximately 24 miles, you will pass the entrance for the New Jersey Turnpike. Continue on Route 18 North. Proceed along Route 18 North, past the two exits for Route 27 and take the exit marked "George Street-Rutgers University" (approximately 2.6 miles from the Turnpike). At top of exit ramp, turn left at the traffic light onto George Street. Take George Street to the first block, Seminary Place, and turn right. Proceed to the end of Seminary and turn right at the end onto College Avenue. Continue on College Avenue for one block past Bishop Place. Tinsley Hall and Mettler Hall will be on the right hand side.

Interstate 287

Turn off at Exit 9 "River Road, Bound Brook, Highland Park." Proceed East on River Road toward Highland Park. Make a right onto Route 18 South (exit after the traffic light at Landing Lane). Cross the Raritan River on the John Lynch Memorial Bridge. Stay in the right lane and take the first exit which is marked "George Street - Rutgers University, New Brunswick, Route 27." At top of exit ramp, bear to the right and turn right onto Huntington Street. Proceed one block and turn left onto College Avenue. Continue past Senior Street approximately another one-half block. Tinsley Hall and Mettler Hall will be on the left hand side.

New Jersey Turnpike

Turn off at Exit 9, bear right after the tollbooths and follow the signs for "Route 18 North - New Brunswick." Stay to the left to continue on Route 18 North. Proceed along Route 18 North past the two exits for Route 27 and take the exit marked "George Street - Rutgers University" (approximately 2.6 miles from the Turnpike). At the top of the exit ramp, turn left at the traffic light onto George Street. Take George Street to the first block, Seminary Place, and turn right. Proceed to the end of Seminary and turn right onto College Avenue. Continue on College Avenue for one block past Bishop Place. Tinsley Hall and Mettler Hall will be on the right hand side.

US Route 1

Turn off at exit marked "Route 18 North – New Brunswick." Proceed along Route 18 North, past the two exits for Route 27 and take the exit, marked "George Street – Rutgers University" (approximately 2.4 miles from Route 1). At the top of the exit ramp, turn left at the traffic light onto George Street. Follow George Street to the first block, Seminary Place, and turn right. Proceed to the end of Seminary and turn right onto College Avenue. Continue on College Avenue for one block past Bishop Place. Tinsley Hall and Mettler Hall will be on the right hand side.

Travel Advisory:

The NJ Department of Transportation's (NJDOT) construction activities associated with the Route 18 Reconstruction project have begun in the New Brunswick area. As a result, drivers are likely to experience delays, traffic pattern changes and possible lane and road closures when traveling through the area. For more information related to the Route 18 Construction project, visit the Route 18 Update website at <http://route18update.rutgers.edu/>.

CREATING YOUR RUTGERS EMAIL ACCOUNT

Any Rutgers student from New Brunswick campus whose name appears in the Rutgers Online Directory (People Data Base) can create an account on eden. Students from Graduate School of Management, College of Nursing, and School of Social Work are also qualified. Rutgers Online Directory is an online address, telephone, e-mail directory. It can take more than a week for an entry to appear in the directory after a student has paid his/her term bill. Once an entry is posted, a unique identifier called IID will be assigned to represent the entry. Your IID is made up of your initials and a number.

Choosing a Username

As part of the account creation process, you will be asked to choose a **unique** username. Your username, once chosen, will stay with you **as long as you are at Rutgers**. So be sure to choose wisely. If you have a UNIX account on another Rutgers system, or if you had a UNIX account on a Rutgers system in the past, your old username is still on file and may be assigned to you automatically. There are rules for username selection. They are as follows:

- A username must start with a lowercase letter.
- The length of a username is between 2 and 8 characters.
- It can consist of lowercase letters and numbers.
- Unless it is your IID, your username cannot consist of a series of letters followed by a series of numbers. For example, neither abcd3 nor xy56 is a valid username if your IID is dr56.

The creation process will give you some examples of acceptable usernames, including your IID. Typically, you can use your last name, your IID, or a combination of your initials and last name to form a username. If the username you select is already in use, the system will ask you to make another selection.

Please choose your username carefully. This name will be part of your electronic mail address you use for correspondence. In almost all cases, you will not be allowed to change your username at a later date simply because it is unprofessional or embarrassing.

Choosing a Secure Password

After your username has been accepted by the system, you will be asked to provide a password. There are rules governing password selection. It is important to construct a password that is easy to remember and adheres to the following rules.

- Your password must be at least 6 but no more than 8 characters.

- Your password must contain a minimum of 3 *character classes*. The characters on the keyboard are grouped into categories known as *classes*. They are as follows:

Lowercase letters (a-z)
Uppercase letters (A-Z)
Numerals (0-9)
Special characters (e.g. \$ *)

- The password **cannot** contain any 4 consecutive characters from your name or IID (i.e. your initials).

Creating a password that contains a minimum of 3 character classes means that you must include one character from at least 3 of the different categories. For example, **JMH+0824** would be a valid password because it includes uppercase characters, a special character, and numbers. Another example is **Jmh0824** which has upper and lower case letters and numbers.

Note: For your own security, **do not** use either of the above passwords.

How to Create an Account

Creating an account on Eden is done through a web-based interface. There are several ways to access it:

- *From a Campus Computing Center PC*
(*Note: Users will need to create their accounts on a Windows PC*):
 1. In the white logon box with the Rutgers logo make sure **Student** is selected in the small Account Type pull-down menu.
 2. Click once on **Make Account**.
 3. After the Office of Information Technology Account Creation page appears, enter your information into the fields on the screen then click on the **CreateAccount** button.
- *From an off-campus commercial Internet Service Provider (ISP)*:
 1. If your ISP does not automatically connect you to the Web, launch your Web browser.
 2. In the Address or Location window enter <http://www.eden.rutgers.edu/rats/rats.cgi> and click on Go or press Enter/Return.
 3. After the Office of Information Technology Account Creation page appears, enter your information into the fields on the screen then click on the **CreateAccount** button.

Creating your account

After you reach the **CreateAccount** screen, read the bulleted information and follow those instructions. Enter your information into the fields on the web page.

If you make a mistake you can re-renter your information by clicking on the **Reset** button. If you want to change your information on the previous screen, click on the **Back** button.

Enter your first and last names as they appear on your Student ID, your Social Security number **without dashes**, and your birth date in a month-day-year format also **without dashes** (MMDDYYYY). To protect your privacy, your Social Security number and birth date will not be displayed on the screen. Please type carefully to ensure accuracy. Then click on **CreateAccount**.

Next you will need to enter a password. (See **Choosing a Secure Password** in the previous section for details.) Enter your new password twice, then click on **CreateUsername**. If this is your first account at Rutgers, your e-mail address will be added to the Rutgers Online Directory. If you are opening an additional account and already have an address listed, you will be asked if you want to display your new email address instead.

After all your information is entered successfully, you should see a page with **Your account was created successfully!** across the top. Your account should be available for use in about 15 minutes.

Additional Help

If you are in a Campus Computing Center, contact the consultant on duty. Otherwise, contact the OIT/NBCS Help Desk at 732-445-HELP(4357) or go to the following: <http://www.nbcs.rutgers.edu/helpdesk>. The OIT/NBCS Help Desk is located in Room 013, Hill Center, Busch Campus.

February 4, 2009

Dear Incoming SAS EOF Student,

Congratulations on your admission to the Rutgers University School of Arts & Sciences through the Educational Opportunity Fund (EOF) program! As an EOF student, you will have access to a team of experienced, supportive counselors who will not only assist you with your initial transition to college, but will remain with you every step of the way through your educational experience at Rutgers. I am writing to introduce you to another excellent department of staff members and services that you will have access to as an EOF student—this department is TRIO Student Support Services!

Established in 1972, Rutgers University-New Brunswick TRIO Student Support Services (SSS) is a federally funded program, which is designed to increase the retention and graduation rates of first-generation and low-income students. To achieve this goal, during the academic year, SSS provides undergraduate students with one-on-one tutoring in a variety of subjects including biology, chemistry, economics, English, mathematics, and physics. SSS also provides one-on-one career counseling, resume/cover letter/personal statement writing, and academic coaching, as well as educational group workshops. Active SSS participation is correlated with higher GPA's and better retention and graduation rates.

During the EOF Summer Program, you and all students will be receiving English and math tutoring. The EOF Program will be providing your English tutoring and the SSS program will be supporting your math tutoring. And, during the academic year, SSS offers tutoring in a multitude of subjects, and you can request tutoring for as many subjects as you need. **To become an SSS program participant and receive SSS tutoring and related services, you must first complete the following two steps by Friday, June 26, 2009:**

- 1) Complete our brief online application at <http://www.sss.rutgers.edu/SSSApplication.asp> and
- 2) Provide the EOF program with a copy of the first two pages of your mother or father's 2008 tax return (whoever claims you). Or, if you are 24 years of age or older or are an emancipated minor, we need the first two pages of your 2008 tax return. You can mail the tax documents to the EOF Office.

If you have questions about these steps or if you have any difficulty with the online application, please direct your inquiries to Ms. Camille Long, Administrative Assistant for Student Support Services, at (732) 445-4001 X170 or crlong@rci.rutgers.edu.

We look forward to meeting you on move-in day and working with you this summer and in years to come!

Sincerely,

Dr. Colleen Georges, LPC
*Director, TRIO Student Support Services &
Ronald E. McNair Post-baccalaureate Achievement Program*

CHECKLIST OF FORMS TO RETURN

- STUDENT INFORMATION FORM
- CAREER INTEREST FORM
- ABSENCE REQUEST FORM
- EMERGENCY CONTACT FORM
- PERMISSION TO DIAGNOSE AND TREAT
- MENINGITIS VACCINATION FORM
- STUDENT CONTRACT
- SIGNED** COPY OF YOUR 2008 TAX RETURN (1040, 1040A, etc.)

Please return all of these completed forms in the pre-addressed return envelope provided.



School of Arts and Sciences

STUDENT INFORMATION FORM

Name: _____ RUID# _____

Current Mailing Address: _____
(Address) (Apt. #)

(City) (State) (Zip Code)

Home Phone #: (_____) _____ Cell Phone #: (_____) _____

Summer EMAIL: _____

Rutgers Eden EMAIL: _____

DATE YOU TOOK (or WILL TAKE) PLACEMENT TEST: _____
(Must be prior to June 1,2009)

Name of High School: _____

Math classes taken in high school: _____

LAST DAY OF HIGH SCHOOL CLASSES: _____
(Date)

DATE OF HIGH SCHOOL GRADUATION: _____

What possible major(s) are you considering? (list all possibilities): _____

What careers are you considering? (list all possibilities): _____

Do you have any special needs that we should know about, e.g., learning needs, medical, dietary or special housing needs? If so, please list them briefly below, and provide documentation so that we plan how best to accommodate you.



School of Arts and Sciences

CAREER INTEREST FORM

Name: _____

Intended Major(s)/Minor(s): _____

Intended Career(s): _____

Please place the number "1" and "2" alongside your top two career interests:

Business (Marketing/Accounting/Finance/Management) _____

Law (Criminal/Civil/Entertainment) _____

Education (Teacher/Private Tutor/ Academic Advisor) _____

Medical (Doctor/ Medical Technologist/Chemist) _____

Computer Science (Applications Programmer/ Computer Systems Manager) _____

Social Work (Career Counselor/ Guidance Counselor/ Public Administrator) _____

Psychology (Psychiatrist/ Psychologist/ Youth Counselor) _____

Criminal Justice (Criminologist/ I.R.S. Agent/ Probation Officer) _____

Communications (Public Affairs Director/ Marketing Specialist/ Associate Publisher) _____

Nursing (Elder Care Counselor/ Head Nurse/ Manager, Case Management) _____

Fine Arts (Dance/ Actor/ Art Teacher) _____

Undecided _____

Other _____

ABSENCE REQUEST

The attendance policy of the EOF Summer Institute is that you will be present for the entire five weeks, attending all class meetings and other scheduled events. Exceptions to this policy will be considered on a case-by-case basis, in response to advance requests only.

Name: _____

Home Telephone #: (_____)_____ Cell Phone #: (_____)_____

Reason for requested absence: _____

Date and time you wish to depart campus: _____ a.m./p.m. (circle one)

Date and time you wish to return to campus: _____ a.m./p.m. (circle one)

APPROVED _____ NOT APPROVED _____

If you have questions or concerns about the Summer Institute attendance policy or your Absence Request, please contact the EOF Program at (732) 932-7067.



School of Arts and Sciences

EMERGENCY CONTACT FORM

Student's

Name: _____ Date of Birth: _____

Home

Address: _____ Home Phone: (____) _____

In case of emergency contact:

Name: _____ Relationship: _____

Address: _____ Day Phone #: (____) _____

_____ Eve. Phone #: (____) _____

In case of emergency contact:

Name: _____ Relationship: _____

Address: _____ Day Phone #: (____) _____

_____ Eve. Phone #: (____) _____

Medical Conditions/Allergies: _____

Health-related Special Needs: _____

**RUTGERS HEALTH SERVICES
PERMISSION TO DIAGNOSE AND TREAT**

New Jersey State Law requires that parental permission be obtained in advance for the diagnosis/treatment of a Minor. This consent form should be signed by a Parent or Legal Guardian so that prompt, routine medical care may be delivered without unnecessary delay to a student while he/she is attending a program/conference through Rutgers, the State University of New Jersey.

I, _____, give permission for the staff
Parent/Guardian
(Print name)

at the Rutgers Health Services (Medical Doctor/Nurse Practitioner/Registered Nurse)
to perform a diagnostic evaluation and provide therapeutic treatment of an
illness/injury, or a referral for diagnosis or treatment, as deemed necessary, for my
son/daughter, _____.
Print Name

I certify by my signature that I understand the nature of this consent and agree to its
provisions.

Signature

Date

Relationship to Minor



School of Arts and Sciences

MENINGITIS VACCINATION FORM

Please be advised that a meningitis vaccine is required for all students who will be living on campus this fall. No student will be permitted to move in this September without proof of this vaccine. The deadline for providing a completed Pre-Entrance Immunization Record is July 30th. The record must be filled out by your physician. To download a copy of this record for your physician to fill out and sign, visit <http://health.rutgers.edu/> and use the pull down menu under “forms.”

If your own health insurance will cover the cost of the vaccine, you may want to be vaccinated before the beginning of the Summer Institute. If you do not have health coverage, University Health Services will be administering the vaccine during our Summer Institute. To receive the vaccination from University Health Services, you will need to submit the consent form in advance. If you do not submit the consent form to EOF, it will be your responsibility to be vaccinated elsewhere.

The meningitis consent form is available online at:

http://health.rutgers.edu/Immunizations/consent_men.pdf

Print out a copy, complete it, and return it in the pre-addressed envelope provided to:

School of Arts and Sciences EOF Program
Rutgers, The State University of New Jersey
2 Richardson Street
College Avenue Campus
New Brunswick, NJ 08901-2831

_____ Yes, I do need the meningitis vaccination

_____ No, I do not need the meningitis vaccination

NAME _____

ADDRESS _____

EMAIL _____



School of Arts and Sciences

STUDENT CONTRACT

During the Summer Institute, I will arrive on time and fully prepared for all classes and scheduled events. I will listen attentively to instructors and presenters and will bring with me all assigned homework, properly completed, and all necessary class materials.

At all times, I will interact respectfully with instructors, staff and students.

I understand that if my behavior or academic performance in the EOF Summer Institute is deemed unsatisfactory, my admission to the School of Arts and Sciences may be rescinded.

It is expected that I will attend all weekday meals for breakfast, lunch and dinner as scheduled by the Rutgers Dining Services in Brower Commons.

At the end of the Summer Institute, I will return in good condition all borrowed materials, including textbooks and calculators.

If I fail to return borrowed materials, I understand that a financial hold will be placed on my university account. A financial hold will prevent me from registering for classes or seeing my semester grades until I return the borrowed items in good condition or pay for them in full.

I understand that if I fail to meet any of the above conditions, I also may suffer a reduction in any potential stipends/monetary awards to be distributed in the fall.

I have read this contract, and I understand that by signing and returning this form, I am making a commitment to participate in the School of Arts and Sciences EOF Summer Institute.

Student Signature

Date

Parent/Guardian/Witness Signature

Date

Sign and return this form in the pre-addressed envelope provided to:

School of Arts and Sciences EOF Program
Rutgers, The State University of New Jersey
2 Richardson Street
College Avenue Campus
New Brunswick, NJ 08901-8533