

## SUMMER SESSION 2022 – APPLICATION PROCEDURE FOR NON-RUTGERS STUDENTS

### 1. Application

Review the course and examination schedules to make selection decisions. Print out the Summer Session 2022 Application Form. Students must have the appropriate authorized official at their law school sign the application form where indicated and the official school seal must be affixed to the application. Please remember to supply the date of birth, Social Security Number, and current email address at which Rutgers University will send billing information. Mail the completed application form and, if applicable, the Employment Certification as soon as possible to the following address:

Linda Garbaccio  
Assistant Dean  
Rutgers Law School  
123 Washington Street  
Newark, NJ 07102

The mail-in registration deadline is April 29, 2022. This deadline may be waived for transfer students or visiting students. Students are encouraged to register early if they wish to apply for a limited-enrollment course and to avoid the \$50 late processing fee.

Note: Rutgers students receive priority for seats in limited-enrollment courses. Non-Rutgers students should not include payment of tuition and fees with the application form, but should follow the below directions under “3. Billing”.

### 2. Employment Restrictions

Rutgers Law School academic regulations require that students working more than 20 hours per week take no more than 6 credit hours at one time in summer session. Accordingly, non-Rutgers students registering for more than 6 credit hours at one time must print out, complete, and return the Employment Certification, stating under penalty of perjury that they will not be employed more than 20 hours per week during the period May 31 through July 19, 2022.

### 3. Billing

When the complete application is received, students will be registered and Rutgers University will provide them with billing instructions at the email students provided when registering. The University is not responsible for the non-delivery of billing notices. If students have not paid the term bill by the first day of classes (Tuesday, May 31st), the University will deregister them automatically. **VERY IMPORTANT:** In Summer Session, a registered student is fully liable for

tuition charges, unless the student withdraws from the course or courses in accordance with the procedures and deadlines established in the section entitled "Changes of Program, Withdrawals, and Refunds" in the summer registration packet.

#### **4. Identification**

For non-Rutgers students, a receipted term bill is identification and should be carried and presented upon request in order to verify that the student is enrolled in the summer session. (Rutgers students are expected to carry the required Photo-ID card.) The term bill receipt will be mailed to non-Rutgers students who include a self-addressed stamped envelope with the term bill payment. Those students who have mailed payment and wish to pick up their receipt in person may do so during regular business hours, 9 a.m. to 4 p.m. weekdays at the Student Accounting Office, 190 University Avenue, Newark, New Jersey (973-353-1702).