Application to the Rutgers Graduate Certificate in Multi-Tiered Systems of Support Certificate

If you aren’t currently a Rutgers student, you’ll need to submit an application for graduate study before you register for your first MTSS class. To begin, you’ll apply for graduate study in the MTSS Graduate Certificate using the website pictured below. Once your application is accepted, you will be contacted by School Psychology department staff to get registered for your MTSS class. You should receive confirmation of your application from Dr. Adam Lekwa shortly after it is submitted. If you encounter any difficulties, please contact Dr. Adam Lekwa (adam.lekwa@rutgers.edu) for assistance.

1. To begin, go to the Rutgers Application Portal and click “Create new CommunityID” (see below).
2. You’ll be prompted to enter and confirm your email address. Once you click on “Register”, Rutgers will send an email to that account with a link to the next steps in the registration process.

![Register Screen](image)

3. Next you’ll be asked for your name, preferred email address (again), and a password.

![Register Screen](image)
4. Now that you’ve created a “CommunityID”, you’ll be asked to log in to the application portal. Just enter the email address and password you specified when you set up your CommunityID.
5. Next you’ll go to a home screen from which you can submit applications to Rutgers programs. Click on “Apply Now!” under “Start an application”.

6. Under “Level of Application”, select “Graduate”.

Type of Application

Level of Application: --None--

Type of Application: You must enter a value.
7. Then you’ll be asked what kind of graduate program you wish to join. Select “Certificate”, and then answer the following three questions about your prior relationships with Rutgers, if any.
8. Next you’ll be asked to provide your personal information including name, contact info, and address.

**Full Legal Name**

Use your full, legal name on your application and any credentials submitted to Rutgers University.

- **First/Given Name**: Fake
- **Middle Name**: 
- **Last/Family/Surname**: Makingapplicationdirections
- **Suffix**: --None--
- **Preferred Name (Nickname)**: 

**Have you used any other names on documentation or academic credentials?**

- **No**

**Personal Data**

- **Date of Birth**: 01/01/1979
9. In the next screen you’ll be asked for information about your national and state level citizenship.

Citizenship

- Citizenship Status: U.S. Citizen or U.S. National
  - Social Security Number must contain exactly 9 numeric digits (XXX-YY-ZZZ) dashes.
- Have you always lived in the U.S.? Yes

Residency

I have read the Residency Policy for New Jersey Tuition Assessment and certify the following for tuition purposes.

- Residency Status:
  - --None--
  - New Jersey is my permanent legal residence and I am a U.S. citizen or permanent resident visa permitting me to live permanently in the U.S. I do not need to complete a Residency Petition.
  - I must petition in order to be considered for New Jersey tuition rates.
10. At this point you’ll be asked to select the program to which you will apply. For now, you should specify “Non Degree” as your program type—this is a temporary measure. Rutgers just updated their application system, and the MTSS Certificate does not yet appear as one of the options under the graduate certificates. While this is being resolved, we will have you register for the “Non Degree” option in “School Psychology”. Note that you are not applying for the School Psychology program—we will make the necessary change on our end. After filling out the required fields as they appear below, you can click on “Save and Continue”.

![Program Information Form](image-url)
11. Next you’ll be asked for information about your educational history. Provide the required info, and click on “Save and Continue”. Note that official transcripts are not required.

Then you’ll be directed to a screen in which you can submit test scores if you wish. They are not required for this application. You may simply click on “Save and Continue”.

12. Now you are ready to submit! You should review the information you provide, click on the check box attesting to the accuracy of your responses, and click “Submit Application”.

When we have this application database updated, there will be an additional requirement that you submit a short statement (a paragraph will suffice) describing your professional background, interest or involvement in MTSS, and what you hope to gain from joining the MTSS certificate at Rutgers. No letters of recommendation are required at this time. We will be notified of your application, and you should receive a message from me (Adam Lekwa) shortly after our receipt of your application. If you do not hear from me in three business days, please contact me directly. My email address is al928@gsapp.rutgers.edu, and my office phone number is 848-445-5437 (I have calls to this number forwarded to my mobile as well).