



Below are instructions created by The Office of Graduate Studies on how to access Slate (Application Portal) where you can view your Application Checklist and verify/update your contact information

**Access your account at** <https://connect.tcnj.edu/account/login>

**Username:** (email address you used at the point of creating your application)

**PIN:** (password already established)

Once you have logged in for the first time, you will be prompted to create a password of your choosing.

It is YOUR responsibility to access your Application Portal to ensure that your application is not missing any required materials. If any items on your Application Checklist are listed as "Awaiting," please submit them as soon as possible.

Transcripts must be sent directly from the school and test scores must be sent directly from the testing agency OR be included on an official transcript. Other documentation can be sent via:

1. The "Upload Materials" button in your Application Portal
2. U.S. Mail (include "Attn: "Graduate Office" on the envelope)
3. Email: [graduate@tcnj.edu](mailto:graduate@tcnj.edu)

Receipt of electronically-submitted materials will be reflected in your Portal within 48 hours. Mailed, faxed or emailed materials will take 1-2 weeks to be reflected.

Once all of your required documentation has been received, your application will be moved on to the department review process.

If you have any questions or concerns, please do not hesitate to contact our office at [graduate@tcnj.edu](mailto:graduate@tcnj.edu) or by phone at 609.771.2300.

Sincerely,  
The College of New Jersey  
Office of Graduate Studies