



Jersey City Free Public Library Literacy Program

472 Jersey Avenue • Jersey City, NJ 07302

Online Classes

Email: literacy@jclibrary.org



Returning Student Registration

1. If you are a returning student, please email literacy@jclibrary.org with your **Skype name** and attach **all required documents** for staff review which include:
 - Photo ID: NJ driver's license, NJ state-issued ID, or passport.
 - Proof of address in Jersey City: Cell phone service bill, utility bill, lease, evidence of property ownership, or evidence of tenancy/residency.
 - Complete proof of annual household income: Income tax return, W-2 form, three recent pay stubs, Disability, Family First, unemployment, retirement benefits, or a Letter of Benefits/Support. The document(s) must clearly state a gross amount for the year or an amount we can calculate for the year.

You will have to make a digital copy (PDF) or take a clear picture (photo files only) of each document and send to literacy@jclibrary.org in **ONE email** after you have completed this preregistration form. You will not be accepted into classes if there are any defects (blurry, illegible, etc.) in the quality of your required documents. If there are any missing documents, you will not be able to complete registration.

2. After we have confirmed your **Skype name** and ensured **all required documents are correct and in order**, we will add you to a moderated Skype group for returning student registration. Next, you will have to complete one to two short forms for returning students linked in the moderated Skype group. After we have confirmed that you have completed the returning student registration form, we will discuss your documentation and completed form then move you into a group for returning students who have completed registration. If there are any major changes to your information, we may have you complete the full series of registration forms.