

*Freshman and Sophomore Residents must submit **ALL** of the required documentation during the permit ordering process, otherwise, your permit application request will be denied. If denied and another permit application is resubmitted, all required documentation must be resubmitted again which links to the specific order number assigned. Freshman and sophomore resident students can only purchase the permit by semester.*

Although most file types can be uploaded, we suggest that each required document be named and saved as its own PDF file so that each PDF file can be uploaded to the appropriate named folder during the ordering process. Only one file per named folder can be uploaded and each file cannot exceed 10MB in size.

Required documentation for Employment (off-campus job and non-student workers):

- **Affidavit** – Complete by typing the information onto the form. Be sure to check the “Agree” box. Save as a PDF file.
- Letter from your Employer: save as a PDF file. The letter should be on your employer’s letterhead. If your employer does not have letterhead paper, a business card will suffice.
- A copy of one recent paystub which reads the employer’s name. Save as a PDF file.
- **Refer to additional information below to keep your parking privileges and to be approved for a spring semester permit.*

Required documentation for Medical:

- **Affidavit** - Complete by typing the information onto the form. Be sure to check the “Agree” box. Save as a PDF file.
- Letter or script from your doctor: save as a PDF file. The letter or script must show your doctor’s letterhead. If your doctor does not have letterhead paper, a business card will suffice.
- ***When ordering for the spring semester, another recently dated medical letter/script must be resubmitted during the ordering process.***

How to Upload Required Parking Documents – Freshman/Sophomore Residents

Step 1: Follow the normal ordering procedure by signing into your account at rowan.thepermitportal.com and entering your Rowan NetID and Password and clicking on LOGIN". Click on "Buy Permits" and select the permit type required. Click on "Add Item". At the "Checkout" screen below, upload the required documentation to the appropriate folder. Click on "Continue".

**if necessary you can also refer to the ordering instructions located on the Parking website on the tab labeled ["Parking Permits"](#).*

Step 2: Proceed through the ordering process. Once your order is reviewed, you will receive an automated email whether your permit application is approved or denied. The email will be sent to the primary email address listed in your account in The Permit Portal.

Step 3: If your permit application is approved, a temporary pass is automatically emailed to the primary email address listed on the account in The Permit Portal. Print the temp pass to place on the dashboard of your registered vehicle.

**if necessary you can refer to the instructions named "Print a Temporary Permit after the Permit is Ordered and Approved" Located on the Parking website on the tab labeled ["Parking Permits"](#)*

*Depending on the permit type ordered and approved, you will receive a "stickered" permit in the mail within ten days. You will **NOT** receive a "stickered" permit in the mail for the Rowan Blvd and Mick Drive Garage permit types.*

***Holly Pointe Parking Lot** - If you are residing in Holly Pointe and require special parking accommodations due to a medical need to park in the Holly Ponte lot (lot X), you will need to request permission from John Woodruff, Director/Academic Success Center and Disability at 856-256-4234 or woodruff@rowan.edu. If approved, the Parking office will be informed. You will be required to submit a completed Affidavit with your medical letter to Parking@rowan.edu. The Parking office will issue the permit and pick-up instructions will be provided. In other words, the Holly Pointe permit type cannot be ordered online.

Also, Rowan University cannot guarantee you an available parking space in the Holly Pointe lot, therefore, we strongly suggest that you also purchase a Resident Permit.

All parking permits are mailed by Rowan's parking vendor (iParq in CA which is The Permit Store) to the address used during the ordering process.

Displaying the "stickered" parking permit on the registered vehicle can be located on the Parking website on the tab labeled ["Rules and Regulations"](#).

If employed, to keep you're parking privileges, freshman and sophomore residents are required to submit another paystub during the fall semester on or about November 20, 2023 as

continued proof of employment. This paystub should be dated within the month of November. If you do not upload a November paystub to your account in The Permit Store, your parking application for the spring semester permit will be denied and your current permit can be suspended.

Once your spring semester permit application is approved, again you will be required to submit a paystub during the spring semester on or about March 27, 2027, to show proof of continued employment to keep your parking privileges.

If you are ordering a permit for the first time for the Spring semester, all the documentation listed in the beginning of this document is required.