SJU SAINT JOSEPH'S UNIVERSITY

Online Graduate Education Programs
Master's in Instructional Technology
Instructional Technology Certification
Admissions Checklist

Use Checklist to complete Admissions file and submit to address/fax number below:

	Week 1
☐	**Completed Application**
☐	**Application fee ($35)**
☐	**Order Official Transcripts from *ALL* Previously Attended Colleges. Also include official transcripts for any graduate degree or coursework previously completed.** • Order official/sealed copies of transcripts from ***ALL*** previously attended colleges. Have each transcript sent to the Online Processing Center (address below). Saint Joseph's requires an official transcript from EACH school you have earned academic credit. Example, if you attended "A" School, transferred to "B" school and graduated from B, you will need transcripts from both A and B schools. If you transferred from B school to C school, you will need A, B, and C transcripts.
☐	**Two (2) Letters of Recommendation from former professors and/or employers (please submit electronically)**
☐	**Application Intent Form (please submit electronically)**
☐	**Background Clearance:** Students in all states need to submit the TB test and Federal FBI Criminal Report ***PA Applications only:** Students applying for PA certification also need to submit the PA Criminal History Record and PA Child Abuse Clearance in addition to the two mentioned above. ******Be sure to check for the other additional clearances that may be required for individual states.
	Week 2
☐	**Personal Statement/Letter of Intent (1-2 pages, please submit electronically)** • Letter of intention outlining your professional goals and educational objectives for attending the program.
☐	**Follow up on transcripts and Letters of recommendation** • Make sure to call the school(s) you requested official transcripts from and confirm their shipment date and delivery address. • Please inform your Program Manager of when/if transcripts were sent so we can assure their proper delivery and appropriately submit them into your file. If orders have not been sent please inquire about expedited shipping options.
	International Applicants
☐	**WES transcript evaluation – *(International applicants only)***
☐	**Affidavit of financial support - *(International applicants only)***
☐	**TOEFL for international applicants whose native language is not English - *(International applicants only)***

Send ALL documents to the Online Admissions Processing Center in Maitland, FL
Do NOT mail application materials to Saint Joseph's University address in Philadelphia, PA.

Saint Joseph's University Online Processing Center
851 Trafalgar Court – Suite 420
Maitland, FL 32751

Toll Free 866-758-7670
Email: online@sju.edu

Toll Free Fax 866-758-7659
www.online.sju.edu

Applicants for admission must possess a bachelor's degree from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs and students are advised to consult the appropriate program descriptions in the Saint Joseph's University Graduate Catalog. All documents submitted become the property of the University and cannot be returned of transferred.