

Use this checklist to complete your admissions file and submit to address/ fax number below:

Application Checklist

Week 1	
<input type="checkbox"/>	<b>Completed Application</b>
<input type="checkbox"/>	<b>Application Fee (\$35)</b>
<input type="checkbox"/>	<p><b>Order Official Transcripts from ALL previously attended colleges. Also include official transcripts for any graduate degree or course-work previously completed.</b></p> <ul style="list-style-type: none"> <li>Order official/sealed copies of transcripts from <b>ALL</b> previously attended colleges. Have each transcript sent to the Onlin Processing Center (address below). Saint Joseph's University requires an official transcript from EACH school from which you have earned academic credit.</li> </ul> <p>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.</p>
<input type="checkbox"/>	<b>Resume</b>
<input type="checkbox"/>	<b>Two (2) Professional Letters of Recommendation from former professors and/or employers (please submit electronically)</b>
<input type="checkbox"/>	<b>Application Intent Form (please submit electronically)</b>
<input type="checkbox"/>	<p><b>Background Clearance:</b> Students in all states need to submit the TB test and Federal FBI Criminal Report  <b>PA Applicants only:</b> 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.  <i>Be sure to check for other additional clearances that may be required for individual states. Clearance documents should be sent to student's home address and then scanned and emailed to SJU admissions.</i></p>
Week 2	
<input type="checkbox"/>	<p><b>Personal Statement/Letter of Intent (1-2 pages, please submit electronically)</b></p> <ul style="list-style-type: none"> <li>Letter of intention outlining your professional goals and educational objectives for attending the program.</li> </ul>
<input type="checkbox"/>	<p><b>Follow up on transcripts and Letters of recommendation</b></p> <ul style="list-style-type: none"> <li>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 ensure their proper delivery and</li> <li>appropriately submit them with your file. If orders have not been sent please inquire about expedited shipping options.</li> </ul>
<input type="checkbox"/>	<b>Statement Regarding Background Clearances</b>
<input type="checkbox"/>	<b>Advising Sheets</b>
International Applicants	
<input type="checkbox"/>	<b>WES transcript evaluation – (International applicants only)</b>
<input type="checkbox"/>	<b>Affidavit of financial support - (International applicants only)</b>
<input type="checkbox"/>	<b>TOEFL for international applicants whose native language is not English - (International applicants only)</b>

**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 420W  
 Maitland, FL 32751

Toll Free 866-758-7670  
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