

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

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 coursework 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 Online Processing Center (address below). Saint Joseph's requires an official transcript from EACH school 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>Two (2) 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</p> <p><b>*PA Applications 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.</p> <p><b>**Be sure to check for the other additional clearances that may be required for individual states.</b></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.</li> <li>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.</li> </ul>
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 Email:  
[onlineadmission@sju.edu](mailto:onlineadmission@sju.edu)

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