



Change Your Future. Start Today.

At John F. Kennedy University

Business Administration - Bachelor of Science (BS) Application Requirements

NOTE: Individuals interested in taking courses for credit but not interested in pursuing a degree should apply for admission as nondegree students by submitting applications for admission with the appropriate nonrefundable application fee. Nondegree applicants are not required to submit transcripts.

- Application/Statistical Information Form.** Please type or print legibly on the Application Form. Provide all requested information, sign and date the application.

The information requested on the Statistical Information Form provides the University with a profile of its students and statistical data required for funding from the federal government and foundations. An applicant's admission to the University will not be affected if all questions are not answered.

- Nonrefundable application fee.** This fee must accompany the Application Form. Please make checks payable to *John F. Kennedy University*.

Bachelor's Degree \$65 Nondegree \$40

- One set of official transcripts** from all colleges and universities attended. Transcripts must be sent directly to the Admissions and Records Office from the issuing institution to be considered official. Transcripts become the property of the University and will not be returned.

Note: Because John F. Kennedy University offers primarily upper division programs, applicants are expected to have completed a minimum of 45 quarter units of lower division requirements prior to application or have a high potential of completing these requirements through the College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), assessment of military service or corporate-sponsored learning.

- Statement of Intent** describing professional and educational experience as well as interest in attaining a BSBA degree;
- Pre-admission interview** with program chair or academic advisor. To schedule an interview, call 925.969.3322. Applicants who live outside the San Francisco Bay Area may arrange for a telephone interview.

Please see the other side for additional information.

All application documentation must be submitted directly to: John F. Kennedy University
Admissions Office
100 Ellinwood Way
Pleasant Hill CA 94523-4817

Version 10/11



JOHN F. KENNEDY UNIVERSITY
TRANSFORMING LIVES, CHANGING THE WORLD
An Affiliate of the National University System

Additional Requirements for International Applicants

- Certification of Finances.**
- Certified translations of all transcripts**, if not in English.
- Credential Evaluation Service Report.** All international transcripts must be evaluated by an approved credential evaluation service showing course-by-course detail and lower/upper division breakdown.
- Proof of English proficiency**, if native language is not English. English proficiency may be met by achieving the following:
 - on the Test of English as a Foreign Language (TOEFL), 550 on the paper-based test, 213 on the computer-based test, or 79-80 on the Internet-based version,
 - with the International English Language Testing System (IELTS), a score of 6 with no band lower than 5.5, or
 - by other measures which may be reviewed on a case-by-case basis.

- Notes:
1. The deadline for submission of application and required documentation is three months prior to the quarter of anticipated enrollment.
 2. The United States Citizenship and Immigration Services (USCIS) requires that the name on the application match exactly with the name on the passport.

Applicants who wish to transfer from other approved US educational institutions must fulfill all application and admission requirements and be in good standing as full-time students in their present institution.

Contact the International Student Advisor at 925.969.3339 with any questions regarding international student application or admissions.

John F. Kennedy University reserves the right to verify the authenticity of a given document through contact with the issuing source. Documentation submitted in support of an application becomes the property of the University and will not be returned. Photocopies of documents submitted to support an application will not be given to applicants, students or outside parties.

John F. Kennedy University does not discriminate, in admissions or in access to programs, against qualified individuals on the basis of race, color, height, weight, national origin, religion, age, marital status, gender, sexual orientation, veteran status, or disability. Admissions decisions are made independent of need for financial aid.





1. Name _____ Last First Middle

2. List all previous and/or birth name (s) _____

3. Social Security number _____ 4. Gender: Female Male

5. Home address _____ Number/Street City/State 9-digit Zip code

6. Phone/Cell number (_____) _____ Area code Email address: _____

7. Date of birth ____/____/____ 8. Birthplace _____ City, State and Country (if not USA)

9. Country of Citizenship _____ If not a U.S. citizen, are you a permanent resident of the U.S.? Yes No Alien registration # _____ Type of Visa held _____ OR type requesting _____

10. Term and year for which you are applying: Fall Cohort* _____ Fall Qtr _____ Winter Qtr _____ Spring Qtr _____ Summer Qtr _____ *Applies only to MA Marriage and Family Therapy program offered at Berkeley campus.

11. Have you ever been convicted of a felony? No Yes (If Yes, please provide explanation on a separate paper.)

12. Indicate the name and numerical code for the program and, if applicable, specialization to which you are applying. NOTE: Codes are listed on the 2nd page of this application. For MA Counseling Psychology - Holistic, only a specialization code is needed along with the program and specialization name; there is no program code in this area.

Table with 4 columns: Degree or Certificate Program, Code, Specialization (if applicable), Code

I am applying as a nondegree student in the following academic area of interest: _____

13. If you are an applicant to one of the campuses listed below, check appropriate box. Pleasant Hill Berkeley San Jose Costa Mesa

14. In chronological order (most recent first), list ALL colleges and universities attended since high school graduation, including school(s) currently attending. Please indicate degrees conferred or to be conferred by each institution. NOTE: You are required to obtain transcripts from any and all colleges and universities, including community colleges and other schools, even if the units are listed on another transcript.

Table with 5 columns: School, College or University and Armed Forces Record, Location, Major, Dates, Degree/Units Completed

I certify that the information provided on this application and any attached document is true and accurate to the best of my knowledge, and understand that omissions or falsifications may result in withdrawal of acceptance. I further understand that, if I am applying to a certificate or degree program, I must provide all items required as outlined in the Application Requirements for that particular program.

A nonrefundable application fee must accompany the application form.

Signature _____ Date _____

Return signed and dated application with fee to: Admissions Office JOHN F. KENNEDY UNIVERSITY 100 Ellinwood Way, Pleasant Hill, CA 94523-4817 Phone: 925-969-3535



