



Application instructions

School of Education and Liberal Arts:

Essentials Coaching Certificate

General Information

Individuals planning to take courses for credit must be admitted to the university before registering for, or attending, classes. The admission process examines both the academic and personal qualifications of applicants. The university seeks to ensure that students accepted into its programs have the ability to benefit from, and contribute to, the integrated educational experience offered here. Applications for this program are accepted year-round. The Essentials Coaching program starts Fall and Winter Quarters.

It is recommended that prospective students submit the application and all required documentation at least one month prior to the quarter of anticipated enrollment. John F. Kennedy University reserves the right to verify the authenticity of a given document through contact with the issuing institution. All documentation submitted in support of an application for admission 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 against qualified individuals with disabilities in admissions or in access to programs. Admissions decisions are made independent of need for financial aid.

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

Requirements for All Applicants

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

- Program supplemental. Please complete the questionnaire and return it with the Application Form.
- Nonrefundable application fee. The nonrefundable application fee must accompany the Application Form. Please make checks payable to John F. Kennedy University.

Nondegree	\$30
International Student	\$30

- Completion of the Shadow Process. See John F. Kennedy University extended/continuing education course schedule for dates.
- Admission interview with a faculty advisor. You will be called once all documentation is received.

Requirements for International Applicants

- Requirements for all applicants as listed previously.

- Certification of Finances.

- Test of English as a Foreign Language (TOEFL) for all applicants whose native language is not English. A TOEFL score of 550 on the paper test or 213 on the computer test is required.

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.

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

Questions concerning international student application or admission should be directed to the international student advisor in the Admissions and Records Office at 925.969.3339.