



APPLICATION INSTRUCTIONS
SCHOOL OF HOLISTIC STUDIES

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. Students are admitted each quarter.

It is recommended that prospective students submit the application and all required documentation at least two months 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 source. 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.

Individuals desiring to enroll in classes for personal enrichment should apply as nondegree students.

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 to the School of Holistic Studies

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

All Degree Programs	\$55
Nondegree	\$30
International Student	\$55

- Two sets 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 then become the property of the university and will not be returned, or released to another party.

Note: Because the BA in Psychology is an upper division program, 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.

- Personal statement: five to 10 double-spaced, typewritten pages (three to five for MA in Transformative Arts, BFA and MFA) describing any personal or professional growth work or events that have shaped the applicant's life, reasons for applying to the area of specialization, any study (academic or otherwise) pursued in this area of interest and future professional and personal goals. Please include your name on your statement and submit in duplicate.

- Admission interview for those applying to a degree program: When all required documentation is on file, the department will contact the applicant to schedule an appointment. Letters of recommendation are strongly recommended, but not required. Letters should be from friends, professional associates, teachers, supervisors or others who can comment on emotional, spiritual, intellectual and practical development, as well as assess capacity for graduate study in the degree area. Please limit to three letters.

Additional Program-Specific Requirements

Master of Arts in Transformative Arts:

- Requirements for all applicants as listed previously, plus the following:
Portfolio of artwork to be brought to the admissions interview. Applicants may bring slides, photographs, videotapes, audio tapes, written material such as poems or short stories or other documentation of artwork. Review of this material is done with an emphasis on potential and intent, rather than technical achievement.

Bachelor of Fine Arts in Studio Arts/Master of Fine Arts in Studio Arts:

- Requirements for all applicants as listed previously, plus the following:
Portfolio that documents the applicant's creative work. For most visual arts, submit 10-20 color slides, clearly marked with the artist's name, slide number and orientation for viewing (dots or arrows indicating top). Include a separate sheet listing the artist's name and slides in numerical order, indicating title, media, technique, size and date produced, as well as a self-addressed, stamped envelope to ensure return of the slides. For performing arts, literary arts and any other media, please submit appropriate documentation (e.g., cassette tapes, videotapes or writing samples), together with self-addressed, stamped packaging for their return.
- Artist's statement addressing the applicant's artistic development and goals (may be included in personal statement listed previously).
Application Deadline (for MFA applicants only): June 30 for fall quarter; January 30 for spring quarter. Late applications will be considered on a space available basis. The department prefers that all required supporting documentation also be submitted by the deadline.

International Applicants

- Requirements for all applicants as listed previously, plus the following:
- Certification of Finances.
- Certified translations of all school transcripts, if not in English.
- 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 accredited US educational institutions must fulfill all application and admission requirements, and be in good standing as full-time students in their present institution.

Notes:

1. The deadline for submission of application and required documentation is three months prior to the quarter of anticipated enrollment, unless the desired program has an earlier deadline.
2. Applicants must have the equivalent of a US bachelor's degree.
3. The United States Citizenship and Immigration Services (USCIS) requires that the name on the application match exactly with the name on the passport equivalent of a US bachelor's degree.

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.

Nondegree Applicants

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 or personal statements.