



APPLICATION INSTRUCTIONS
Graduate School of Professional Psychology
Master of Arts and Certificate Programs

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 all programs are accepted year-round. Students are admitted each quarter.

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

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 Graduate School of Professional Psychology

- 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.

Graduate Programs	\$55
Nondegree/Certificate Programs	\$30
International Student (all programs)	\$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.
- Bachelor's degree from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA). The awarding of the degree must be indicated on an official transcript.

Note: Applicants interested in a graduate program who have not yet received a bachelor's degree should inquire about the linked BA/MA programs offered by the School of Education and Liberal Arts in conjunction with the Graduate School of Professional Psychology.

- Personal statement. The personal statement should be no longer than four double-spaced typewritten pages. The statement should reflect the applicant's interests and goals for graduate school and the field of psychology, as well as strengths and weaknesses as a student and as a potential therapist, counselor or consultant. Submit in duplicate to the Graduate School of Professional Psychology in Pleasant Hill or Campbell (if appropriate) at least two days prior to the scheduled interview. Please include your name on your statement.

- Interview with the dean or a faculty advisor. To schedule an interview, call the Graduate School of Professional Psychology at 925.969.3400 (Pleasant Hill) or 408.874.7720 (Campbell).

Prospective students interested in a specialization may interview with one of the key personnel from that area of interest.

Applicants who live outside the Bay Area may fulfill the admission interview requirement by submitting three letters of recommendation. Out of area applicants may be admitted provisionally, based on the strength of the completed application file. If admitted provisionally, admittees will be required to meet with the program director or faculty advisor upon arrival.

Additional Program-Specific Requirements

Certificate in Coaching

Requirements for all applicants as listed above, plus the following:

- Current Résumé

Certificate in Post-Master's Clinical Training

Requirements for all applicants as listed above, plus the following:

- Official transcript showing a master's degree in psychology or a related field from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA).

Linked MA in Sport Psychology/PsyD Program

Applicants should use the Application Form and Application Instructions enclosed with the PsyD informational brochure. Item #5 on the application form should be entered as "Linked MA in Sport Psychology/PsyD".

Requirements for International Applicants

Requirements as listed above, 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.
 2. Applicants to master's degree programs and to certificate programs requiring a bachelor's degree 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.

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.

Requirements for Nondegree Applicants

Individuals interested in taking courses for credit but not interested in pursuing a degree should apply for admission as a non-degree student by submitting an Application for Admission with the appropriate nonrefundable application fee. Nondegree applicants are not required to submit transcripts. Campbell nondegree applicants must schedule an admission interview with a faculty advisor.