



APPLICATION INSTRUCTIONS
Museum Studies
School of Liberal Arts

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.

The 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.

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 and fulfill the requirements for nondegree applicants as indicated below.

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

Application Deadline: March 15. Late applications will be considered on a case-by-case basis if space is available. Applicants are admitted for fall quarter only.

Requirements for All Degree and Certificate 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.
- Nonrefundable application fee. The nonrefundable application fee must accompany the Application Form. Please make checks payable to John F. Kennedy University.

Master's Program	\$55
Nondegree/Certificate	\$30
International Student (all programs)	\$50
- Interview with the department chair. The Department of Museum Studies will contact applicants to arrange for an interview after the admissions file is complete. Telephone interviews will be arranged for applicants who live outside the San Francisco Bay Area.
- 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 accredited institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA).

- Personal statement: a three-page double-spaced, typewritten essay, carefully edited for content, grammar and style, must answer the following questions. Submit in duplicate.
 - a. What is the role of the museum in today's world?
 - b. Given your response to the previous question, describe your specific career goals.
 - c. How has your education and experience prepared you for graduate study in museum studies?

- Three letters of recommendation.

Requirements for International Applicants

Requirements for all degree and certificate applicants as listed previously, plus the following:

- Certification of Finances.
- Certified translations of all 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 600 on the paper test or 250 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.

- Note:
1. Applicants must have the equivalent of a US bachelor's degree.
 2. 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 applications 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 or certificate should apply for admission as nondegree students by submitting applications for admission with the appropriate nonrefundable application fee and schedule an interview with the Museum Studies department chair.