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.** Applicants are encouraged to apply online at [https://secure.jfku.edu/application/](https://secure.jfku.edu/application/). An application can also be downloaded at [http://www.jfku.edu/Admissions/Apply-to-JFK-University.html](http://www.jfku.edu/Admissions/Apply-to-JFK-University.html). Be sure to provide all requested information on the application.

  **Statistical Information Section:** The information requested 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.

Please see the next page 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
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,
  - successful completion of JFK University’s English Language program, 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 925.969.4570 or isa@jfku.edu 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.