Museum Studies — MA, MA-MBA, and Certificate
Application Requirements

Please Note: The Museum Studies program only admit students to start in the fall quarter.

☐ Application. Applicants are encouraged to apply online at https://secure.jfku.edu/application/. An application can also be downloaded at 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.
   - MA Degree $65
   - Certificate/Nondegree $40

☐ One set of official transcripts of the conferred BA degree and any post Bachelor credits or degrees. The Bachelor's degree should be from an institution whose accreditation is recognized by the Council for Higher Education Accreditation (CHEA) and the awarding of the degree must be indicated on an official transcript.

   NOTE: Transcripts not sent directly to the Admissions Office from the issuing institution must remain sealed to be considered official. Transcripts become the property of the University and will not be returned or released to another party.

☐ Personal statement. Three-page double-spaced, typewritten essay, carefully edited for content, grammar, and style, addressing the points below. Please be sure to include your name on your statement.
   - a. Describe your museum experience (paid, volunteer, internships), including skills learned, duration (full time/part time) and special projects.
   - b. Using specific examples, explain how this experience, along with your educational background, has influenced your understanding of the role of the museum in today's world.
   - c. Discuss how your experience shaped your goals in the museum field.

☐ Three letters of recommendation, including one museum reference and one academic one.

☐ Resume.

When all required documentation is on file, the program will contact the applicant to schedule an appointment.

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.
- 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), 600 on the paper-based test, 250 on the computer-based test, or 100 on the Internet-based version,
  - with the International English Language Testing System (IELTS), a score of 7 with no band lower than 6.5,
  - by other measures which may be reviewed on a case-by-case basis.

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. 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.

Contact the International Student Advisor at 925.969.4570 or isa@jfku.edu with any questions regarding international student application or admissions.

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.

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.