

**Use this Checklist to complete your Admissions file and submit to address/fax number below:**

Week 1	
<input type="checkbox"/>	<b>Completed Application</b>
<input type="checkbox"/>	<b>Application Fee (\$35)</b>
<input type="checkbox"/>	<p><b>Order Official Transcripts from <i>ALL</i> previously attended colleges. Also include official transcripts for any graduate degree or coursework previously completed.</b></p> <ul style="list-style-type: none"> <li>Order official/sealed copies of transcripts from <b>ALL</b> previously attended colleges. Have each transcript sent to the Online Processing Center (address below). Saint Joseph's University requires an official transcript from EACH school from which you have earned academic credit.</li> </ul> <p>Example, if you attended "A" school, transferred to "B" school and graduated from B, you will need transcripts from both A and B schools. If you transferred from B school to C school, you will need A, B, and C transcripts.</p>
<input type="checkbox"/>	<b>Two (2) Professional Letters of Recommendation from former professors and/or employers (please submit electronically)</b>
Week 2	
<input type="checkbox"/>	<p><b>Follow up on transcripts and Letters of recommendation</b></p> <ul style="list-style-type: none"> <li>Make sure to call the school(s) you requested official transcripts from and confirm their shipment date and delivery address. Please inform your Program Manager of when/if transcripts were sent so we can ensure their proper delivery and appropriately submit them with your file. If orders have not been sent please enquire about expedited shipping options.</li> </ul>
<input type="checkbox"/>	<p><b>Graduate Exam Preparation</b></p> <ul style="list-style-type: none"> <li>Reserve your test date for the GMAT/GRE if required.</li> <li>Submit GMAT/GRE waiver.</li> </ul>
International Applicants	
<input type="checkbox"/>	<b>WES transcript evaluation – (<i>International applicants only</i>)</b>
<input type="checkbox"/>	<b>Affidavit of financial support - (<i>International applicants only</i>)</b>
<input type="checkbox"/>	<b>TOEFL for international applicants whose native language is not English - (<i>International applicants only</i>)</b>

**Send ALL documents to the Online Admissions Processing Center in Maitland, FL**  
Do NOT mail application materials to Saint Joseph's University address in Philadelphia, PA.

***Saint Joseph's University Online Processing Center***  
851 Trafalgar Court – Suite 420  
Maitland, FL 32751

Toll Free 866-758-7670

Toll Free Fax 866-758-7659

Email: [online@sju.edu](mailto:online@sju.edu)

[www.sju-online.com](http://www.sju-online.com)

Applicants for admission must possess a bachelor's degree from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs and students are advised to consult the appropriate program descriptions in the Saint Joseph's University Graduate Catalog. All documents submitted become the property of the University and cannot be returned or transferred.