



Thomas
Jefferson
University

Jefferson
College of
Graduate Studies

General Information For Applicants

Special Note: Applications to graduate programs in the health professions are processed in Jefferson College of Health Professions Office of Admissions. For applications and admissions information to those programs, please visit www.jefferson.edu/jchp.

Be advised that documentation submitted to Thomas Jefferson University becomes the property of the University and **will not be returned** to the applicant.

Instructions for Applying

1. Application

Complete all pages according to the instructions on the form. (*Note information pertaining to application filing deadlines.*) Enter academic background information regarding undergraduate and graduate coursework. Indicate your **cumulative** undergraduate grade point average (GPA) *in addition to* GPA for **physical and biological science** courses. Include your **personal statement** as a separate attachment.

2. Application Fee of \$50.00

A *check or money order* in U.S. currency should be made payable to Thomas Jefferson University. **Do not send cash.** This fee is **non-refundable** and will not be credited toward any other financial indebtedness. A request **to reapply** must be submitted in writing, accompanied by the **reapplication fee of \$30.00.**

3. Three Letters of Recommendation

You should complete the top half of the first side of each of the *recommendation forms*. Self address and stamp the enclosed recommendation envelopes. Submit the forms and envelopes to each former professor or professional contact who will provide reference to support your application. When the sealed recommendations

are returned to you, place them *unopened* in the 9" x 12" application envelope with remaining documentation and forward to Jefferson *College of Graduate Studies*. **Alternatively**, in lieu of forms enclosed, recommendations may be submitted on official letterhead stationery and returned to you in *sealed envelopes* with signature affixed across envelope closure. Include unopened letters of recommendation in packet with other application materials.

4. Academic Records

Follow the instructions on the *Transcript Request Form* in this packet. *Two copies* of official academic transcripts from each undergraduate college or university should be submitted in application packet with other required documentation. Envelopes containing official academic transcripts must be received in signed and sealed envelopes. If you **anticipate a delay in receiving your transcripts, you are encouraged to include unofficial copies of your academic record(s) (with official transcripts to follow as soon as possible). Be advised that **official transcripts must be received** in the Admissions Office **before a final decision can be made on your application.****

5. Standardized Test Scores

The Graduate Record Examination (**GRE**) is required for application to all PhD programs. Applicants to the **MS Basic Science and Public Health Programs** may submit MCAT scores in lieu of GRE scores. You are encouraged to include a photocopy of test scores with your application.

M.D./Ph.D. applicants must apply through American Medical College Admissions Test (**AMCAS**) and provide supplemental info on **JMC Secondary Application**.

The Test of English as a Foreign Language, (TOEFL), is required for all applicants whose first language is not English. (The requirement *does not apply to* students whose baccalaureate degree was earned at an accredited U.S. college or university.).

6. Acknowledgment Card

Self-address and enclose Acknowledgement Card with your application packet. The Admissions Office will inform you via this card if your file is complete or if any required documentation is missing. Admissions will forward a copy of your application file to the appropriate faculty admissions committee for review when all required documentation has been received.

STANDARDIZED EXAMINATIONS, Additional Information

1. Graduate Record Examination (GRE)

is administered by Educational Testing Service (ETS). The General Test measures basic scholastic capability at the graduate level. The Graduate College **requires only the GRE General Test**. Subject Test is optional but considered useful for some *Ph.D.* programs. The Institutional code number for Jefferson College of Graduate Studies is **2999**.

GRE Information and Registration Bulletins

are available through the Admissions Office or from the: **Educational Testing Service, CN 6000, Princeton, NJ, 08541-6000. Phone: (800) 473- 2255**. Please allow approximately four weeks for receipt of test scores. Much information can be obtained via the ETS Web site at: <http://www.gre.org>

3. Test of English as a Foreign Language

(TOEFL) is an added requirement for all students whose first language is not English.

It is **not a substitute for the GRE or MAT**.

(This requirement **does not apply to** students whose bachelor degree was earned at an accredited U.S. College or University.) The TOEFL is administered by the *Educational Testing Service and the College Entrance Examination Board*.

The five-part test is taken in a single sitting and measures English skills in listening comprehension, English language structure, vocabulary, reading comprehension and writing ability. Please allow four weeks for receipt of test scores. The **test code number** for Thomas Jefferson University is **2999**. For more information, contact the *Admissions Office* or the TOEFL Web site at: www.ets.org/toefl

Where to Send your Application Packet

Application materials should be *sent to the Director of Admissions of Jefferson College of Graduate Studies*; they should *not be sent to the program* to which you are applying.

**Director of Admissions
Jefferson College of Graduate Studies
Thomas Jefferson University
1020 Locust Street M-60
Philadelphia PA 19107-6799**

Financial Aid

Contact the *University Financial Aid Office at (215) 955-5855* to request a *financial aid application*. *Financial Aid applications* should be submitted *prior to acceptance* into Jefferson College of Graduate Studies. However, *funds are awarded only after the student has been accepted and matriculation commences*.

Campus Security

In accordance with the requirements of the federal law (*Crime Awareness and Campus Security Act of 1990*), and Pennsylvania's law (*College and University Security Information Act of 1988*), campus security information for *Thomas Jefferson University* is available upon request. For additional information, please contact *the Department of Security at 924 Walnut Street, (215) 955-8888*.

Housing

The *Department of Housing and Residence Life* administers *three* on-campus facilities:

Barringer and Orlowitz Apartments and the *Martin Building*. Campus housing is available for *matriculated students*. *Housing is guaranteed to eligible first-year students who apply before the deadline date of June 30*.

Upon admission into a program in Jefferson College of Graduate Studies, the *Department of Housing and Residence Life* will provide information regarding housing options. Additional information can be accessed at www.jefferson.edu/housing/home/index.cfm

*Department of Housing and Residence Life
Thomas Jefferson University
1000 Walnut Street Suite 103
Philadelphia PA 19107-5518
Phone (215) 955-8913*

ITEMS TO BE SUBMITTED WITH YOUR GRADUATE APPLICATION

Application Check List

- Application** (4 Pages) with **Personal Statement**
- Application Fee** Check or money order for \$50.00 in U.S. currency, made payable to **Thomas Jefferson University (name of applicant must appear on the front of the check or money order)**
- Three Letters of Recommendation** in sealed envelopes
- Two copies of academic transcripts** in sealed envelopes from each institution you have attended
- Official copy of test scores** (Unofficial copy may be submitted with application while receipt of official scores is pending.)
- Self-addressed Acknowledgement Card**

SUBMIT APPLICATION MATERIALS TO:

***Director of Admissions
Jefferson College of Graduate Studies
Thomas Jefferson University
1020 Locust Street, M-60
Philadelphia PA 19107-6799***

Phone: (215) 503-4400 Fax: (215) 503-9920

E-Mail: JCGS-info@jefferson.edu

Web Address: www.jefferson.edu/jcgs