



Thomas  
Jefferson  
University

Jefferson  
College of  
Graduate Studies

# General Information For International Applicants

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## Application Procedures for International Applicants

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**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](http://www.jefferson.edu/jchp).

### 1. Application

Complete all pages in **typewritten or legible print**. Enter academic background information regarding undergraduate and graduate coursework. Personal Statement should be submitted as separate attachment. Application materials must be submitted in accordance with the following dates:

For **September Admission**, apply by **January 15**

For **January Admission**, apply by **September 1**

### 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 nonrefundable and will not be credited toward any other financial indebtedness. A request to reapply must be submitted in writing, accompanied by a reapplication fee of **\$30.00**. Name of applicant must appear on the front of the check or money order.

### 3. Letters of Recommendation

**Three (3) separate letters of recommendation** from former professors or professional contacts should be submitted on official *letterhead* stationery, in signed and sealed envelopes, and enclosed in application packet with other required documentation.

### 4. Academic Records

Two official copies of academic transcripts from all institutions you have attended, regardless of whether or not you have received a degree from those institutions. Applications are not forwarded for departmental review until official academic

transcripts and all supporting documentation departmental funding is available, you will be required to have your academic transcripts evaluated by an approved transcript evaluation service prior to being admitted into the program. If you are applying to a **MS program**, you must submit transcript evaluation from an approved transcript evaluation service at the time of application to the program.

### 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.

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

### 6. Acknowledgment Card

Self-address and enclose Acknowledgement Card with your application packet. You will be informed via this card if your file is complete or if any required documentation is missing. When all required documentation has been received, your application will be forwarded to the appropriate faculty admissions committee for review.

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## *Where to Send your Application Packet*

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**Application and supporting documentation should be sent directly to the Office of Admissions at the Graduate College; they should not be sent to the program to which you are applying. All documents submitted to Jefferson College of Graduate Studies become the property of the College and will not be returned to the student. Application materials (including the \$50.00 Application fee and the Acknowledgment Card) should be mailed to:**

Office of Admissions  
Jefferson College of Graduate Studies  
Thomas Jefferson University  
10 20 Locust Street, Suite M-60  
Philadelphia, PA 19107-6799

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## *STANDARDIZED EXAMINATIONS, Additional Information*

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***Graduate Record Examination (GRE)*** is administered by the Educational Testing Service. The General test measures basic scholastic capability at the graduate level. The Graduate College requires only the General test; subject test score is optional but considered useful for some Ph.D. programs. The Institutional Code Number for Jefferson College of Graduate Studies is **2999**.

*GRE Information & Registration Bulletins* can be obtained from: Educational Testing Service, CN 600, Princeton, NJ, 08541-6000. Phone: (866) 473-4373. Information regarding test dates and test sites may be found in the *GRE Bulletin*. You will need to allow approximately four weeks for the scores to reach the Admissions Office. For additional information, please visit the ETS Web site at <http://www.gre.org>.

***The Test of English as a Foreign Language (TOEFL)*** is required of all students whose first language is not English. This requirement does not apply to students whose under-graduate degree was earned at an accredited US college or university. TOEFL is administered by the Educational Testing Service. The test measures English language skills in listening comprehension, English structure, reading comprehension and writing ability.

Please allow minimum of four weeks for mailing of TOEFL score reports. The Institutional Code Number for Jefferson College of Graduate Studies is **2999**. For additional information, please visit the TOEFL web site at [www.ets.org/toefl](http://www.ets.org/toefl).

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## *More Information for International Applicant*

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### *Non-immigrant Status:*

**Upon acceptance** to Jefferson College of Graduate Studies, you will be contacted by the Office of International Exchange Services (OIES) regarding procedures to obtain and maintain non-immigrant status while pursuing your studies in the United States. OIES will send you an I-20 Request Form. Take the completed I-20 Form with proper documentation to the nearest American Embassy or Consulate to apply for an F-1 student visa. If you are transferring from another U.S. college or university, OIES will process your transfer paperwork as soon as you arrive on our campus. Upon your arrival, OIES staff will assist you with acculturation, language skills, and provide other helpful information about the campus and the city of Philadelphia. You may contact OIES at:

**Office of International Exchange Services  
1020 Locust Street, Suite M-70 JAH  
Philadelphia, PA 19107  
(215) 503-4335**

### *Financial Aid*

International students (i.e., students who are not U.S. Citizens or Permanent Residents of the U.S.) are not eligible for financial aid through federal aid sources, nor institutional aid sources. There are a limited number of private lending agencies that will grant loans to international students provided they have a co-signer who is a U.S. Citizen. These loans are credit-based, hence, no advance indication of eligibility can be given. Websites that might prove helpful are:

[www.edupass.com](http://www.edupass.com), [www.jie.org](http://www.jie.org),  
[www.isoa.org](http://www.isoa.org), [www.jeft.org](http://www.jeft.org), [www.jefc.com](http://www.jefc.com).

Inquiries regarding funding sources should be directed to:

**University Financial Aid Office  
1015 Walnut Street, Rm G-1 College  
Philadelphia, PA 19107  
(215) 955-5855**

### *Housing*

The Department of Housing and Residence Life administers three on-campus facilities. On-campus housing is available for rental by matriculated students and their immediate families. Housing is guaranteed to eligible first-year students who apply before the June 30<sup>th</sup> deadline. Once you have been admitted to a graduate program, Housing Office will send you information on housing options. Due to limited housing availability, it is advisable to apply early for on-campus housing. Inquiries regarding housing accommodations should be directed to:

**Dept. of Housing & Residence Life  
Thomas Jefferson University  
Orlowitz Residence  
1000 Walnut Street, Suite 103  
Philadelphia, PA 19107-5518**

### *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**. You may obtain this information by contacting the **Department of Security at (215) 955-8888**.

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***ITEMS TO BE SUBMITTED WITH YOUR GRADUATE  
APPLICATION***

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***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**
- Three Letters of Recommendation** in sealed envelopes
- Two Copies of academic Transcripts** in Sealed envelopes from each institution you have attended with English translation, or with transcript evaluation from an approved transcript evaluation service.
- Official copy of test scores** (Unofficial copies may be submitted with application while receipt of official scores is pending.)
- Self-addressed Acknowledgement Card**

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***SUBMIT ALL APPLICATION MATERIALS TO:***

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***Office 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](mailto:jcgs-info@jefferson.edu)***