### Jefferson Application Requirements:

**Student Submission Process:**

Apply to the Community Health Worker Certificate program using the [Jefferson Online Application](#).

Note: If you receive an error message or have problems when you try to submit your application, send an email message to our help desk at bannerweb.admin@jefferson.edu. Include your name, a phone number and time when you can be reached, and a complete description of the problem you are experiencing. A technical representative will contact you within 24 hours.

- If this is your first Jefferson online application, choose the “first time user account creation” option on the opening page of the application. Otherwise, enter your previously created Login ID and PIN. Create a Login ID or have the computer generate one for you. You may choose any six-digit number for your PIN but please be sure to write it down. TJU will not be able to access your PIN number if you forget it. **Login ID:**________________
  **PIN#:________________**

- Once you begin the application, there is a 5-minute inactivity timeout. This means that if you do not use the system for 5 minutes, you will be prompted to re-enter your Login ID and PIN to continue with the application.

- You will be asked to choose an "Application Type." For **Certificate** applicants, select, "**All Certificates - DPCS**". For **Bachelor’s Degree Programs**, select, "**All Bachelor’s - DPCS**".

- After you enter the type of student you will be and the start term, all the sections of the application that apply to you will be listed with either a red or blue icon. All of the red icons MUST be completed before your application can be submitted. The blue icons are sections that we prefer that you complete so we can better serve you in the application process.

- Instructions at the top of each screen help you to complete that screen properly. Please read all instructions before starting that section.

- When entering information, do not use all capital or lower case letters.

- When you enter a date in any section of the application please be sure to use this format MM/DD/YYYY, including the backslashes (/).
- When you are finished with all of the sections you must check the “Application Complete” box before you click “Submit Application.” If you do not check the box, TJU will not be able to download your application.
- After the application is completed you will be asked to provide your credit card number and expiration date to pay the application fee. If you do not have a valid credit card, TJU will not be able to download your application.
- Jefferson communicates with applicants via email, so please provide a valid email address and adjust your email settings to allow mail from Jefferson.edu.

| Official Transcripts | Submit an official transcript for each institution you have attended and send to the following address:

Thomas Jefferson University  
Office of Admissions  
130 South 9th Street, Suite 100  
Philadelphia, PA 19107  

- **DO NOT** open the transcript.  
- Transcripts received with broken seals will be returned to the applicant. |

| Application Fee | Submit the $25 application fee to Jefferson’s online application system. |

| TOEFL | Send official TOEFL scores (if applicable) to Jefferson at:  
130 S. 9th St.  
Suite 100  
Philadelphia, PA 19107  
TOEFL code = 2903  

**Demonstration of English Language Proficiency**  
All international students and U.S. permanent residents must demonstrate English language proficiency as one of the conditions for admission to Jefferson. Jefferson Schools will accept any one of the following items to satisfy the proficiency requirement:

- Internet-based Test of English as a Foreign Language (TOEFL) with an overall score of at least 87 and individual section scores as follows: Writing -21, Speaking -23, Reading -21 and Listening -22. Do not include the scores in
the self-managed application envelope. Request official scores to be sent to Jefferson. TOEFL code = 2903

- Associate degree or higher from an accredited U.S. college or university.
- At least 60 college credits earned from no more than three (3) U.S. colleges or universities
- U.S. national or state licensure or certification in a nursing or allied health field.*
- Score of 508 or higher on the Critical Reading (formerly Verbal) section for the SAT for applicants entering Jefferson directly from high school.
- Citizenship from a country where English is an official language: Follow this link for the country list.