

Self-managed Application directions

Jefferson College of Health Professions uses the self-managed application process. After completing the online application, please send your transcripts, prerequisite worksheet, and recommendation letters to the Office of Admission in a single envelope and at the same time. Send all credentials in one large envelope to:

**Jefferson College of Health Professions
Office of Admissions and Enrollment Management
130 S. 9th St., Suite 100
Philadelphia, PA 19107**

Here are more details about what you must send in the envelope.

Pharmacy students must apply to JCHP through the national PharmCAS system. Please follow this link for instructions: www.jefferson.edu/jchp/admissions/online_pharmacy.cfm

PT students must apply to JCHP through the national PTCAS system. Please follow this link for instructions: www.jefferson.edu/jchp/admissions/online_pt.cfm

1. Application and Fee

For paper applications, complete, date and sign the application form. Return this form along with a *non-refundable* \$50 application fee* and all credentials, (except test scores) in the large self managed application envelope provided to:

Thomas Jefferson University
Jefferson College of Health Professions
Office of Admissions
130 S. 9th St., Suite 100
Philadelphia, PA 19107

Checks and money orders should be made *payable to Thomas Jefferson University*.

For online applications, the application fee* will be paid online using a credit card.

***The \$50 application is reduced to \$25 for all students who apply online at www.jefferson.edu/jchp/admissions/online.cfm**

2. Official Transcripts

Submit an official transcript for *each* undergraduate and graduate institution you have attended

- Ask the registrar at your college(s) to send the transcript, in a signed and sealed envelope, directly to you.
- **DO NOT** open the transcript.
- Transcripts received with broken seals will be returned to the applicant.
- Enclose all transcripts in the self managed application envelope.

High school students applying through PACE must send an official, original academic transcript from the high school attended or GED scores. **SAT/ACT** scores are accepted when sent directly from ETS/ACT or when printed on the high school transcript. *High school transcripts and SAT/ACT scores must be sent directly from the high school and ETS/ACT and are not included in the self-managed application envelope.*

Transcripts originating from academic institutions outside of the U.S. must be translated and a course-by-course evaluation performed by the World Education Services (WES) or comparable credential evaluation service. WES will transmit the results electronically to JCHP. *You do not need to include them in the envelope.* Please contact WES at:

World Education services
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
www.wes.org

3. Two Letters of Recommendation

You must submit two letters of recommendation.

- You can [download a recommendation form here](http://www.jefferson.edu/jchp/admissions/pdfs/RECOMMENDATION%20FORM.pdf) (<http://www.jefferson.edu/jchp/admissions/pdfs/RECOMMENDATION%20FORM.pdf>) or your recommenders can submit a reference on letterhead.
- The letter must include your name, address, and Social Security Number. Fill out the information required at the top of the downloaded recommendation form or be sure your recommender includes it if he or she submits a reference on letterhead.
- Prepare a self addressed stamped envelope for your recommender to return the letter to you.
- After completing the letter, your recommender must seal the envelope you provided, sign the back, and send it back to you.
- When you receive the letter, **DO NOT** open it. Include the signed and sealed letter(s) in the large self-managed application envelope provided with your application packet along with your application, fee and other credentials.
- Recommendation letters received with broken seals will be returned to the applicant.

4. Prerequisite Worksheet

Complete and include this worksheet in the self-managed application envelope. [Download the Prerequisite Course Worksheet](http://www.jefferson.edu/jchp/admissions/prereqworksheets.cfm) (<http://www.jefferson.edu/jchp/admissions/prereqworksheets.cfm>)

5. Essay

For MSN, DNP, OTD and TDPT students only - In place of the application essay please submit a personal statement (not more than 1,000 words) outlining career goals, educational goals and objectives, and area of interest in pursuing the MSN, DNP, OTD or TDPT.

For all other students - In the healthcare professions, the ability to negotiate moral and ethical issues is a crucial component to successfully meeting the healthcare needs of society. In addition, critical thinking and problem solving are essential skills required of all healthcare practitioners. Please submit the essay with your application. Essays should be between 400-600 words. Choose one of the following:

- Describe a current ethical or moral healthcare issue and explain how it may change or affect the role of healthcare practitioners in your desired profession.
- OR**
- Describe a situation you have encountered in the past that required you to use critical thinking and problem solving skills. Based on that experience, explain how you might resolve a similar issue in your desired healthcare profession.

6. Graduate Record Exam (GRE)/Miller Analogies Test (MAT) scores

Official, original GRE or MAT scores should be sent to the Office of Admissions. GRE code=5750. *Do not include the scores in the self-managed application envelope.*

The following programs require GRE or MAT scores:

Advanced Master's In Bioscience Technologies*
Accelerated Professional Master's in Bioscience Technologies*
Master's in Couple & Family Therapy
Master of Science in Nursing including CRNA***
FACT Nursing***
Accelerated Pathway to the MSN for Second Degree Non-Nurses***
RN-BSN/MSN
Accelerated Pathway to the MSN for Second Degree RNs***
Entry-level Master's in Occupational Therapy
Advanced Master's in Occupational Therapy
Occupational Therapy Doctorate**

**GRE or MAT scores are required only if the cumulative undergraduate GPA from the baccalaureate degree is less than 2.8.*

***GRE or MAT scores are required only if the cumulative GPA from the Master's in Occupational Therapy is less than 3.0*

****GRE or MAT scores are required only if the cumulative undergraduate GPA from the baccalaureate degree is less than 3.2.*

7. CV/Resume

Applicants to the Master of Science in Nursing (MSN) programs including Certified Registered Nurse Anesthetist (CRNA), Doctor of Nursing Practice (DNP), Occupational Therapy Doctorate (OTD), Master of Science in Radiologic and Imaging Sciences and the Transitional Doctor of Physical Therapy (TDPT) must include a CV or resume in the self-managed application envelope.

8. License

Applicants to the Master of Science in Nursing (MSN) programs including Certified Registered Nurse Anesthetist (CRNA), Doctor of Nursing Practice (DNP), Occupational Therapy Doctorate (OTD), and the Transitional Doctor of Physical Therapy (TDPT) must include a copy of their national or state health professions license in the self-managed application envelope. In addition, students accepted into the CRNA program must complete ACLS and PALS certifications prior to enrollment.

9. Volunteer/Observation Hours

Applicants to the Physical Therapy and Occupational programs must submit documentation of volunteer or work experience in physical therapy or occupational therapy settings for a minimum of 50 hours at two different sites. The Volunteer form must be included in the self-managed application envelope.

- [PT Volunteer Form](#)
- [OT Volunteer Form](#)

10. Nurse Entrance Test (NET) scores

Only applicants to the ASN-BSN program are required to submit NET scores. *Do not include the scores in the self-managed application envelope. Request official scores to be sent to JCHP.* Please follow this link for scheduling and cost information: www.jefferson.edu/jchp/nursing/asn.cfm

- [Nurse Entrance Test \(NET\) Information \(Testing Dates\)](#)

11. Attribute Form

Applicants to the Doctor of Nursing Practice (DNP) program must include three (3) Attribute Forms from the writers of the recommendation letters in the self-managed application envelope.

12. Portfolio

Applicants to the Doctor of Nursing Practice (DNP) program must include a Portfolio with hard copy examples of scholarly work.

13. 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 JCHP. JCHP 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 JCHP.*
- Baccalaureate degree or higher from an accredited U.S. college or university.
- 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 JCHP directly from high school.
- Native English speaker from one of the following countries: Australia, Canada, Ireland, New Zealand, South Africa or United Kingdom.

*Certain certification may not be sufficient to demonstrate proficiency. For nursing students, only state licensure will be accepted.

14. Admissions Review Period Dates

Click here to see the Admissions review periods and deadlines.

<http://www.jefferson.edu/jchp/home/AdmissionsDeadlines.cfm>

15. Criminal Background Check/Child Abuse Clearance

Students who are offered admission to Jefferson are required to have a criminal background check and child abuse clearance. Complete instructions on obtaining and forwarding these documents will be provided to students who are offered admission.

Clinical rotation and fieldwork sites that require a criminal background check and/or child abuse clearance may deny a student's participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experience for other reasons, such as failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program.

Regardless of whether or not a student graduates from Jefferson, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.