

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Office of Graduate Admissions • Room 4260

445 West 59th Street • New York, NY 10019

INSTRUCTIONS FOR APPLICANT

A non-refundable fee of **\$125.00** in the form of a check or money order made payable to John Jay College (**do not send cash**) must accompany your application for admission. We do not honor fee waivers. Applications received without a fee will be returned immediately.

You are strongly encouraged to assemble **ALL** documentation before submitting an application to John Jay College. Forwarding your materials separately may result in processing delays. Your application for admission will be processed upon receipt of the following information: a completed application form, application fee, references, official copies of undergraduate transcripts representing all institutions attended, personal essay, data survey, and where required, an official GRE (Graduate Record Examination) General Test score.

Transcripts of all graduate and undergraduate work should be kept sealed and submitted with your application. However, colleges may prefer to issue an official transcript directly to the institution. In that event, all transcripts must be mailed to the Office of Graduate Admissions. Applicants having graduated with a bachelor's degree from John Jay College are **not** required to submit a transcript with their application.

GENERAL REQUIREMENTS

A record of scholarly achievement at the undergraduate level is essential. However, each program establishes its own requirements concerning undergraduate performance.

A baccalaureate degree, or the equivalent, from an accredited academic institution is required.

The Aptitude Test of the Graduate Record Examination (GRE) is required for admission to the Forensic Science, Forensic Psychology, and Forensic Computing Programs. The GRE code number for John Jay College is **2115**. Contact information is provided below.

Graduate Record Examination or
Educational Testing Service
Princeton, New Jersey 08540
609 - 771-7670

Graduate Record Examination
Educational Testing Service
Berkeley, California 94704
1-800-GRE-CALL

Applicants who have not studied in English-speaking countries are required to take the Test of English as a Foreign Language (TOEFL), administered by the Education Testing Service, Princeton, New Jersey 08540. John Jay College's TOEFL code number is **2115-99**. For more information, applicants may use one of the following telephone numbers.

United States, US Territories, Canada: 877-863-3546 • All Other Locations: 609-771-7100

Three letters of recommendation from academic professors who can comment on the applicant's academic abilities and performance are ideal. Again, professional references on company letterhead can be used if the applicant has been out of school two years or more.

A personal essay typed of approximately 250-300 words indicating the reasons for wishing to pursue graduate study with particular reference to ultimate career objectives is also required.

Knowledge of statistics is required of all M.A., M.S., and M.P.A. candidates, except those applying to the Graduate Program in Protection Management. It is a specific prerequisite for Criminal Justice 715, Public Administration 715, and Psychology 715.

A student admitted conditionally, without an undergraduate course in statistics, must fulfill this requirement within the first year of entering the program. Having taken an equivalent course approved by the Committee on Graduate Admissions, or having demonstrated proficiency through a qualifying examination are other options to fulfilling this prerequisite. No graduate credit is given for meeting this requirement.

PROGRAM REQUIREMENTS

❖ **Master of Science in Forensic Computing**

Applicants should have a cumulative undergraduate grade point average of 3.0 (“B”) or better. Applicants should also have completed computing courses on data structures and algorithms; an object oriented programming language, and operating systems fundamentals, as well as a year of calculus and a mathematics course in probability and statistics. This program accepts applications for the fall semester only. Forensic Computing applicants must submit GRE General Test scores as part of their application. **The application deadline is April 30 for domestic applicants, and February 15 for international applicants.**

❖ **Master of Science in Forensic Science**

Applicants should have a cumulative undergraduate grade point average of 3.0 (“B”) or better. Applicants must have the appropriate science and mathematics courses in their background. Deficiencies must be completed at the undergraduate level. Forensic Science applicants **must** submit GRE General Test scores as part of their application. This program accepts students for the fall semester only. **The application deadline is March 15 for domestic applicants, and March 1 for international applicants.**

For the graduate programs listed below, the fall application deadline is June 30 for domestic applicants, and June 1 for international applicants. The spring application deadline is December 1 for domestic applicants, and November 1 for international applicants.

❖ **Master of Arts in Criminal Justice**

The Graduate Admissions Committee seeks students whose record of performance at the undergraduate level, and who’s writing skills, indicate they are likely to do well in graduate school. The Committee understands that a variety of factors can influence undergraduate performance; however, applicants with overall grade point averages below 3.0 (“B”) should note the Committee rarely accepts applicants below this average. Applicants whose averages exceed this should not, on the other hand, assume they would automatically be admitted. Criminal Justice applicants whose averages are below a 3.0 (“B”) are strongly encouraged to submit GRE General Test scores as part of their application.

❖ **Master of Public Administration**

An applicant to the Master of Public Administration Program or the Master of Public Administration Inspector General Program is expected to have earned a cumulative undergraduate grade point average of 3.0 (“B”) or above, based on the complete record of undergraduate study, the record for the undergraduate major in Public Administration or a related field, or the record for the junior and senior year. Public Administration applicants whose averages are below a “B” are strongly encouraged to submit GRE General Test scores as part of their application.

❖ **Master of Arts in Forensic Psychology**

In general, the minimum admission requirements are an undergraduate overall average of 3.1 or better, a minimum of 24 hours of undergraduate course work in the social sciences, at least 18 of which must have been in psychology which should include Experimental Psychology and Statistical Methods or their equivalents. Forensic Psychology students **must** submit GRE General Test scores as part of their application.

❖ **Master of Science in Protection Management**

Applicants must have an undergraduate grade point average of 3.0 (“B”) or better. Students without an adequate fire science background may be required to take fire science courses at the undergraduate level in order to qualify for matriculation. Protection Management students whose averages are below a 3.0 (“B”) are encouraged to submit GRE General Test scores as part of their application.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Application for Admission to the Graduate Division

RECORD
NO.: _____

John Jay College of Criminal Justice of New York is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, and veteran or marital status.

Application Fee: \$125.00

Enrollment: Spring Fall 20 ____

1. Personal Data

Mr. Mrs. Ms. _____
Last First Middle

Any prior last name used: _____ E-mail: _____

Social Security #: ____/____/____ Date of Birth: ____/____/____

Place of Birth Citizenship Visa (If applicable)

Home Phone: (____) _____ - _____ Business Phone: (____) _____ - _____

Home/Mailing Address: _____
Street Apt

City State Country Zip

Length of time residing in New York State: Years ____ Months ____

Have you ever applied to the Graduate Division before? No Yes Date ____/____
MM YYYY

2. Educational Plans

Please check the degree program of choice:

- | | | |
|---|--|---|
| <input type="checkbox"/> Criminal Justice
(MA) | <input type="checkbox"/> Forensic Computing
(MS) | <input type="checkbox"/> Forensic Psychology
(MA) |
| <input type="checkbox"/> Forensic Science
(MS) | <input type="checkbox"/> Protection Management
(MS) | <input type="checkbox"/> Public Administration
(MPA) |

Have you taken the GRE? No Yes Date of GRE: ____/____
MM YYYY

3. Previous Education

List all the colleges and/or universities which you have attended and/or are now attending:

Name of Institution	Major	From	To	Degree Received	Date	Degree Expected	Date

4. Employment

List all full-time employment positions held within the last ten years.

From	To	Name and Address of Employer	Title	Nature of Work

5. List Courses in Progress

- _____
- _____
- _____
- _____

6. Academic References

- _____
- _____

7. List below awards and honors you have received, as well as any honorary societies

- _____
- _____

Please Check	Outstanding	Superior	Above Average	Average	Below Average	Not Observed
Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Analyze and Synthesize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal and Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your relationship to the applicant? _____

How long have you known the applicant? _____ Years _____ Months

What is your overall opinion of the applicant's ability to earn an advanced degree?

Reference Signature

Title

Date

Please Check	Outstanding	Superior	Above Average	Average	Below Average	Not Observed
Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Analyze and Synthesize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal and Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Title

Date

Please Check	Outstanding	Superior	Above Average	Average	Below Average	Not Observed
Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Analyze and Synthesize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal and Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your relationship to the applicant? _____

How long have you known the applicant? _____ Years _____ Months

What is your overall opinion of the applicant's ability to earn an advanced degree?

Reference Signature

Title

Date

TABLE OF COUNTRIES

COUNTRY	3-Digit Code	COUNTRY	3-Digit Code	COUNTRY	3-Digit Code
() China: Mainland	032	() Israel	075	() Haiti	066
() China: Taiwan	148	() Nigeria	113	() Jamaica	077
() Hong Kong	170	() South Africa	139	() Panama	117
() Korea	083	() Colombia	033	() Puerto Rico	185
() India	070	() Cuba	038	() Trinidad	153
() Thailand	150	() Dominican Rep.	045	() England/ Scotland/Wales	160
() Vietnam	178	() Ecuador	046	() Germany	056
() The Philippines	121	() Guyana	065	() Italy	076
() Greece	060	() Ireland	074	() U.S.A	173
() Poland	122	() Former Sov Union	158		

TABLE OF LANGUAGES

LANGUAGE	3-Digit Code	LANGUAGE	3-Digit Code	LANGUAGE	3-Digit Code
<i>Afrikaans</i>	002	<i>Finnish</i>	051	<i>Pilipino</i>	243
<i>Akan</i>	003	<i>Flemish</i>	052	<i>Polish</i>	158
<i>Albanian</i>	004	<i>French</i>	054	<i>Portuguese</i>	159
<i>Arabic</i>	006	<i>Gaelic</i>	238	<i>Punjabi</i>	161
<i>Armenian</i>	007	<i>Ganda</i>	060	<i>Romanian</i>	166
<i>Assamese</i>	008	<i>Georgian</i>	061	<i>Russian</i>	170
<i>Azerbaijani</i>	010	<i>German</i>	062	<i>Sarnar-Leyte</i>	171
<i>Baule</i>	015	<i>Greek</i>	066	<i>Samoan</i>	247
<i>Beja</i>	016	<i>Guarani</i>	067	<i>Serbo-Croatian</i>	175
<i>Bamba</i>	017	<i>Hebrew</i>	075	<i>Slovak</i>	183
<i>Bengali</i>	018	<i>Hindi</i>	076	<i>Somali</i>	186
<i>Berber</i>	019	<i>Hungarian</i>	078	<i>Spanish</i>	190
<i>Beti</i>	020	<i>Iban</i>	079	<i>Swahili</i>	192
<i>Bulgarian</i>	025	<i>Indonesian</i>	084	<i>Swedish</i>	194
<i>Burmese</i>	026	<i>Italian</i>	085	<i>Thai</i>	204
<i>Buyi</i>	027	<i>Japanese</i>	086	<i>Tibetan</i>	207
<i>Byelorussian</i>	028	<i>Kamba</i>	089	<i>Tonga</i>	211
<i>Cantonese</i>	029	<i>Kongo</i>	102	<i>Tswana</i>	212
<i>Chinese</i>	034	<i>Korean</i>	104	<i>Tulu</i>	214
<i>Creole</i>	236	<i>Kurdish</i>	105	<i>Turkish</i>	216
<i>Czech</i>	036	<i>Lao</i>	107	<i>Ukrainian</i>	220
<i>Danish</i>	037	<i>Latvian</i>	109	<i>Urdu</i>	221
<i>Dong</i>	040	<i>Lithuanian</i>	111	<i>Vietnamese</i>	223
<i>Dutch-Flemish</i>	041	<i>Moldavian</i>	138	<i>Wolyatta</i>	224
<i>Dyerma</i>	042	<i>Mongolian</i>	139	<i>Yiddish</i>	230
<i>English</i>	045	<i>Nepali</i>	142	<i>Zande</i>	232
<i>Esperanto</i>	046	<i>Norwegian</i>	145	<i>Zulu</i>	234
<i>Estonian</i>	047	<i>Pampangán</i>	152		
<i>Ewe</i>	048	<i>Persian</i>	157		

IF YOUR COUNTRY IS NOT LISTED, PLEASE SPECIFY ON SURVEY.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

The City University of New York

NEW SENIOR COLLEGE TUITION AND FEE SCHEDULE BEGINNING FALL 2005

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
<u>Master's Programs</u>		
Full-time	\$3,200.00 per Semester	\$ 500.00 per Credit
Part-time	\$ 270.00 per Credit	\$ 500.00 per Credit
Maintenance of matriculation	\$ 750.00 per Semester	\$1,250.00 per Semester
<u>Doctoral Programs</u>		
Level I Full-time	\$2,860.00 per Semester	\$ 560.00 per Credit
Level I Part-time	\$ 375.00 per Credit	\$ 560.00 per Credit
Level II	\$1,793.00 per Credit	\$3,983.00 per Semester
Level III	\$ 710.00 per Semester	\$1,423.00 per Semester

FEE SCHEDULE FOR ALL STUDENTS

All Resident and Non-Resident Students (including non-degree and senior Citizens)

Graduate	\$125.00
Non-degree Application Fee	\$ 50.00
Consolidated Services Fee	
Per Semester/Session	\$ 15.00
Student Activity Fee	\$ 30.00
Technology Fee	
Full-time students per semester/session	\$ 75.00
Part-time students per semester/session	\$ 50.00
Miscellaneous Fees	
Certificate of Graduation (Lost Diploma)	\$ 15.00
Changes of Degree	\$ 10.00
Change of Program	\$ 18.00
Duplicate ID	\$ 5.00
Reactivation of Application	\$ 50.00
Late Registration	\$ 25.00
Readmission	\$ 10.00
Thesis Binding (2 Copies)	\$ 30.00
Official Transcript	\$ 7.00
Special Examinations Fee	\$ 25.00

All fees and tuition charges listed in any registration materials issued by the College are subject to change without prior notice by action of the Board of Trustees of The City University of New York.