

# JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Office of Graduate Admissions  
445 West 59<sup>th</sup> Street, Room 4260  
New York, NY 10019  
T: 212.237.8863  
F: 212.237.8777

## **INSTRUCTIONS FOR APPLICANT**

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 required documentation:

- **The Graduate Application:** Please be sure to sign and date your application before forwarding to the Graduate Admissions Office.
- **Application fee:** 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.
- **References:** Three letters of recommendation from academic professors who can comment on the applicant's academic abilities and performance are ideal. Professional references on company letterhead may be used if it has been at least two years since receiving a bachelor's degree.
- **Official copies of undergraduate transcripts representing all institutions attended:** 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.
- **Personal essay:** A personal essay, typed, of approximately 250-300 words, indicating the reasons for pursuing graduate study with particular reference to ultimate career objectives is required.
- **An official Graduate Record Examination (GRE) General Test score** (if applicable or required by the program).
- **Data survey**

## **APPLICATION DEADLINES:**

For the Master of Arts in Criminal Justice, Master of Arts in Forensic Mental Health Counseling, Master of Arts in Forensic Psychology, Master of Science in Protection Management, and Master of Public Administration, 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.

For the Master of Science in Forensic Computing, the fall application deadline is April 30 for domestic applicants, April 1 for international students, and February 15 for priority admission. The Forensic Computing program admits students for the fall term only.

For the Master of Science in Forensic Science, the fall application deadline is April 1 for domestic applicants, and March 1 for international students. The Forensic Science program admits students for the fall term only.

## **GENERAL and PROGRAM 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 Mental Health Counseling, Forensic Science, Forensic Psychology, and Forensic Computing Programs. The GRE code number for John Jay College is **2115**. Contact information is provided below. Or, you may access this information via the web at [www.gre.org](http://www.gre.org).

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. Or, you may access this information via the web at [www.toefl.org](http://www.toefl.org).

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

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.

## **GRADUATE PROGRAMS**

### **❖ 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. Forensic Computing applicants must submit GRE General Test scores as part of their application.

### **❖ 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.

### **❖ 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. Applicants should have a cumulative undergraduate grade point average of at least 3.0 ("B"). 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 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 3.0 are strongly encouraged to submit GRE General Test scores as part of their application.

❖ **Master of Arts in Forensic Mental Health Counseling**

While admission to the program is competitive, minimum admission requirements are an overall undergraduate average of 3.0 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, and should include Experimental Psychology and Statistical Methods or their equivalents. Forensic Mental Health Counseling applicants **must** 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 3.0 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**

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. Applicants should have an undergraduate grade point average of 3.0 or better. Applicants whose averages are below 3.0 are encouraged to submit GRE General Test scores as part of their application.

**TUITION**

All fees and tuition charges listed in the bulletin, and 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.

New York State Residents

Full-time Student.....\$3200 per semester (12 credits)

Part-time Student.....\$270 per credit hour (fewer than 12 credits)

*Plus \$65 for each additional contact hour in excess of credit hour*

Out-of-State Residents.....\$500 per credit hour

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*MM DD YYYY*

\_\_\_\_\_  
*Place of Birth Citizenship Visa or Green Card (If applicable)*

Home Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_-\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_-\_\_\_\_

Home/Mailing Address: \_\_\_\_\_  
*Street Apt*

\_\_\_\_\_  
*City State Country Zip*

Length of time residing in New York State: Years \_\_\_\_ Months \_\_\_\_  
*YY MM*

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

**2. Educational Plans**

Please check the degree program of choice:

- Criminal Justice (MA)  Forensic Computing (MS)  Forensic Psychology (MA)  Forensic Mental Health Counseling (MA)
- Forensic Science (MS)  Protection Management (MS)  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"/>

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



<b>Please Check</b>	<b>Outstanding</b>	<b>Superior</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>Not Observed</b>
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.**