

# JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Office of Graduate Admissions • Room 4260

445 West 59<sup>th</sup> 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. Information is provided at [www.gre.org](http://www.gre.org). The GRE code number for John Jay College is **2115**.

Applicants who have not studied in English-speaking countries are required to take the Test of English as a Foreign Language (TOEFL). Information is provided at [www.toefl.org](http://www.toefl.org). John Jay College's TOEFL code number is **2115-99**. For more information, applicants may use one of the following telephone numbers.

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 the applicant has been out of school two years or more.

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

A 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 April 1 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 applicants whose record of performance at the undergraduate level, and whose 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 applicants **must** submit GRE General Test scores as part of their application.

### **❖ Master of Science in Protection Management**

Applicants should have an undergraduate grade point average of 3.0 (“B”) or better. Protection Management applicants whose averages are below 3.0 (“B”) are encouraged to submit GRE General Test scores to supplement their application.