1. Submit Application
   
   • Admissions Requirements
     
     • Online application (www.sju.edu/gradapply)
       1. Create an account by setting up a username and password. Please remember username and password.
       2. Applicants will receive an email with a link to the online application. Upload resume, personal statement and the name and email address for those individuals submitting recommendation letters. From there, complete the remaining sections and click submit.
       
     • Personal Statement
     • Resume
     • Official sealed transcripts of all undergraduate/graduate coursework
     • Two letters of recommendation
       1. Recommenders receive an email from SJU with instructions on how to upload the letter (See page 2 for example). Alternatively, your recommendation providers may email your letters of recommendation to gradcas@sju.edu.
       
     • Additional documents as required by your program. Refer to the “Admission Requirements” section on program’s website. International applicants have additional admission testing and document requirements. For more information, please visit: sju.edu/gradinternational/info and click on “Admissions Requirements” under Graduate Arts and Sciences.

   Transcripts can be mailed to:

   Saint Joseph’s University
   Graduate Operations
   5600 City Avenue
   Philadelphia, Pennsylvania 19131

   • Deadlines
     
     • Graduate Studies operates on rolling admissions. Documents can be submitted throughout the year for admission consideration. However, due to time constraints and availability of courses, we suggest that applicants complete applications as soon as possible to ensure timely review of the application.

     1. Priority consideration deadlines:
       a. Spring – November 15th
       b. Summer – April 15th
       c. Fall – July 1st

     • Special Deadlines

       1. Ed.D. in Educational Leadership - Priority consideration deadline: May 1st; Applications may be considered up until June 15th
       2. MS Biology - Applicants for Fall admission are strongly encouraged to apply by March 15th
       3. MS Computer Science – Fall: July 15th, Spring: November 15th. No summer admission.
       4. MS Psychology - March 1st. Rolling admissions thereafter if space is available.

2. Receive admissions decision via email and/or mailed letter approximately 10 business days from the time application is completed. Applicants should follow up on their application status within two weeks of submission to make sure all documents have been received. Applicants can email gradcas@sju.edu or call 610-660-3131 to check the status of their application.

3. Admitted students should contact their department for course advising information in order to prepare for class registration.
4. Class registration

- Admitted students will receive notification of class registration start dates.
- Fall and summer class registration typically begins mid-April.
- Spring semester class registration typically begins late October.

Sample e-Communication That Applicant’s Recommenders Receive

Dear (Recommender),

(Applicant Name’s) is applying for admission to Saint Joseph’s University and has asked that you provide a letter of recommendation. Your candid opinion of this student’s academic performance, intellectual promise, and qualities as a person will be of significant value to the Admissions Committee. Please click on the link below to complete the online form as soon as possible.

https://srm1.targetx.com/orgs

When writing your recommendation, if you wish to learn more about Saint Joseph’s University, please visit our website at www.sju.edu.

Thank you for your assistance.

Saint Joseph’s University
To apply for financial assistance, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete the Free Application for Federal Student Aid. Saint Joseph's University school code: 003367.

When filling out the FAFSA, students will be prompted to link to the IRS website, which will display tax information and gives the option of transferring the data to the FAFSA. It is recommended to take advantage of the IRS Data Retrieval option if taxes have been filed prior to completing the FAFSA. If selected for verification and student opted out of the IRS Data Retrieval process, student will have to submit an IRS tax transcript directly from the IRS to complete the federal verification process.

**Tips**

- All communications from the Hawk Central Office of Financial Services and Student Records will go to SJU e-mail account once the student has been admitted and confirmed enrollment. Check e-mail account frequently for status updates and next steps.

- Cost of Attendance is NOT the billable cost. (It is an estimate.) View actual costs on the Tuition Account section of MySJU.

- Electronic Bills will be available for viewing on MySJU on a monthly basis. Questions regarding invoices should be directed to Hawk Central at 610-660-2000 or hawkcentral@sju.edu.

**FAQs**

1. **Can I receive financial aid if I only need to carry three credits?**

   - Federal regulations require students to be enrolled at least half-time in courses that apply toward their degree to be eligible for federal aid. Half-time status for Graduate students at SJU is 6 credits per semester.

2. **My employer gives me tuition reimbursement. How do I set that up with the University?**

   - There are two ways to make payments if your employer is covering your tuition.

   1. Pay your tuition up front by the payment due date and once your class is complete, get a Tuition Reimbursement form from Hawk Central to be reimbursed by your employer. The Tuition Reimbursement form lists the following information for each of your courses: subject, course number, section, course title, credits and grade. It also lists your charges and any payments that have been made.

   2. Enroll in the Employer Deferral program through SJU prior to the payment deadline. The Employer Deferral program offers students whose tuition is being paid by their employer the ability to submit their tuition after their class is complete. There is a $35 application fee for this program. Please remember you must have your application complete and submitted prior to the tuition due date to be eligible for Employer Deferral.

3. **Will I be able to get financial aid each year?**

   - Aid is renewable by filing a FAFSA each year and maintaining satisfactory academic progress.

4. **How does financial aid work in the summer semester?**

   - The summer semester is made up of two sessions and federal rules remain the same during the summer. In order to be eligible for federal aid, a student must be registered at least half time (6 credits) in courses that apply toward their degree during the semester they receive aid. Six credits in one session or three credits in summer session one and three credits in summer session two will satisfy this regulation as long as the courses apply toward their degree.
5. What is the maximum amount of loans I can receive in a Graduate Program?

- Graduate students enrolled in a degree seeking program, may be eligible for $20,500 in Federal Direct Stafford Loans per academic year. Students enrolled in a Post-Degree Certificate Program may be eligible for $12,500 in Federal Direct Stafford Loans per academic year. Eligibility may be determined after reviewing the FAFSA and loan history.

6. Are payment plans available?

- Payment plans are offered on a per semester basis by Tuition Management Systems (TMS). Please note that there are deadlines for enrollment and that the plans begin in advance of the semester (if you wait until the semester starts you will have to make a much larger first payment). For more information on payment plans, please visit sju.edu/hawkcentral.

2015-2016 Tuition Rates (effective Summer 2015)

Please visit sju.edu/gradtuition for updated information.

Tuition, Fees, Room and Board are subject to change by the Saint Joseph’s University Board of Trustees.

Additional Financial Aid Information

In order to be considered for graduate loans through the federal financial aid process, graduate students must complete the following items:

1. Complete the Free Application for Federal Student Aid (FAFSA) form: fafsa.ed.gov and enter SJU’s School Code: 003367. Prospective graduate students are encouraged to fill out the FAFSA form as early as possible even before or while they are completing an application.

2. Please note that you must be admitted to an SJU program of study to be eligible and have confirmed your enrollment as instructed by your academic program.

3. You are required to be registered for a minimum of two courses per semester or term in order to have your financial aid application reviewed and processed.

4. Want to learn more about your personal federal aid/loan eligibility? Please visit some of the free planning tools through the FAFSA website: http://studentaid.ed.gov/eligibility/basic-criteria

For the most up to date tuition and fees visit: sju.edu/gradtuition

If you have questions feel free to contact us.