

*application for*  
**GRADUATE  
ADMISSION**



**GEORGIAN  
COURT  
UNIVERSITY**

THE MERCY UNIVERSITY OF NEW JERSEY

**Office of Graduate &  
Professional Studies**

900 Lakewood Avenue  
Lakewood, NJ 08701-2697  
732.987.2770 or 800.458.8422, ext. 2770  
gps@georgian.edu  
georgian.edu

### Checklist: Required documents for ALL applicants:

- Application: Completed and signed
- \$40 application fee: Check or money order payable to Georgian Court University
- Official transcripts for ALL colleges and universities attended sent to Office of Graduate & Professional Studies

### Checklist: ADDITIONAL required documents for individual programs:

#### SCHOOL OF ARTS AND SCIENCES:

##### Holistic Health Studies:

- Statement of Objectives (1–3 pages)
- Three Letters of Recommendation (on letterhead)

##### Criminal Justice & Human Rights:

- Statement of Objectives (1–3 pages)
- Three Letters of Recommendation (on letterhead)

##### Psychology & Counseling:

- Statement of Objectives (1–3 pages)
- Three Letters of Recommendation (on letterhead)
- Miller Analogy Test (required for ALL psychology programs)  
*Clinical Mental Health Counseling: Department may waive test requirement if GPA is above 3.0*

##### Theology:

- Statement of Interest (1–3 pages)
- Two Letters of Recommendation (on letterhead)
- Interview (Mercy Spirituality)

#### SCHOOL OF BUSINESS AND DIGITAL MEDIA:

- Statement of Objectives (1–3 pages)
- Résumé
- One Letter of Recommendation (on letterhead)

#### SCHOOL OF EDUCATION:

##### Traditional Postbaccalaureate Teacher Certification Programs (passing test scores **MUST** be submitted prior to start of program):

- Praxis Core Academic Skills for Educators Test (initial certification applicants)
- Praxis II—Content Knowledge

##### Accelerated Postbaccalaureate Teacher Certification Programs (passing test scores **MUST** be submitted before start of program):

- Praxis Core Academic Skills for Educators Test
- Praxis II—Content Knowledge

##### Master of Arts Programs:

- Copy of New Jersey Teacher Certification (not required for Instructional Technology, School Counseling, or Autism Spectrum Disorders)
- Letter to verify three years of full-time teaching experience for M.A. in Administration & Leadership

##### Post-Master's Certification Programs:

- Copy of all New Jersey Teacher Certifications  
*Not required for School Business Administrator*
- Letter to verify:
- Three years of full-time teaching experience
  - Five years of full-time teaching experience required for Principal Certification

##### Director of School Counseling Services:

- Letter to verify three years of full-time school counseling experience

### Instructions and Checklist for International Students

International students in need of an F1 Student Visa must present official documents at least six months in advance of the semester's start date. In addition to the requirements of the specific program, the following items are needed to process an application for admission:

- Transcript evaluation, overall and course by course, completed by **World Education Services (WES)**. Official evaluations must be sent directly from World Education Services to the Office of Graduate Admissions in lieu of official transcripts from countries other than the United States. To contact WES, log onto [www.wes.org](http://www.wes.org).
- Test of English as a Foreign Language (TOEFL)** score of 550 or higher on paper test (computer generated: 213 or higher). Scores must be from within the last three years. To contact TOEFL, log onto [www.toefl.org](http://www.toefl.org).

If accepted to the university, a nonrefundable tuition deposit will be required before issuance of an F1 Student Visa form to the student. As required by law, candidates must be full-time students (9 or more graduate credits per semester). Candidates should be prepared to assume full financial responsibility for educational and personal expenses in the United States. The university provides limited housing for graduate students; therefore, students may be responsible for their own accommodations and transportation. This school is authorized under federal law to enroll nonimmigrant students.

### Reactivation of a Previous Application for Admission

Students should check the "Reactivation" box if they were previously accepted or enrolled in GCU within the past year and are enrolling in the same academic program and have not attended another institution during that separation from Georgian Court University. There is no application fee required with reactivation. Students on an official leave of absence from the university within the last two semesters can obtain registration materials directly from the Office of the Registrar.

### Priority Dates

March 31—Psychology & Counseling programs  
May 1—Accelerated Teacher Certification program  
Rolling admissions—All other graduate applications

### Standardized Test Requirements

Applied Behavior Analysis: Miller Analogy Test required  
Clinical Mental Health Counseling: Miller Analogy Test required  
Criminal Justice & Human Rights: No test required for admission  
Education (certified teachers only): Praxis II  
Education, Accelerated Teacher Certification: Praxis Core Academic Skills for Educators & Praxis II  
Education, Traditional Teacher Certification: Praxis Core Academic Skills for Educators & Praxis II  
Holistic Health Studies: No test required for admission  
M.B.A.: No test required for admission  
School Psychology: Miller Analogy Test required  
Theology: No test required for admission  
*Georgian Court University Certificate: No test required for admission*

### Departmental Interviews

Required for the following programs:  
Applied Behavior Analysis, Clinical Mental Health Counseling, Holistic Health Studies, School Psychology

### Student Financial Services

The Office of Financial Aid will guide matriculating graduate students in processing student loan applications. For more information, please contact the Office of Financial Aid at 732.987.2258. Go to [fafsa.ed.gov](http://fafsa.ed.gov) to complete the FAFSA online. The Georgian Court University code is 002608. Georgian Court University graduate programs offer a one-third tuition reduction for Catholic school educators. The Catholic School Educators Application must be filed with the Office of Student Accounts annually. You may contact the Office of Financial Aid for the application.

### Graduate Assistantships

Georgian Court University offers a limited number of graduate assistantship positions. Eligible candidates must be matriculating students. Please contact the Office of Financial Aid for an application packet.



App. Fee \_\_\_\_\_

Deposit \_\_\_\_\_

App. Number \_\_\_\_\_

**GRADUATE APPLICATION**

**PERSONAL INFORMATION** Please print in black ink.

GCU Alum  Yes  No

Name \_\_\_\_\_ Sex  M  F  
Last First Former Name (optional)

Address \_\_\_\_\_  
Street  
City State Zip Country

Cell Number ( ) Home Telephone ( )

E-mail \_\_\_\_\_ Social Security No. \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Month Day Year

Citizenship  U.S. Citizen  U.S. Permanent Resident  Other \_\_\_\_\_  
Specify Country

Type of Visa \_\_\_\_\_  Held  Will Apply For

Employer \_\_\_\_\_ Work Telephone ( )

**Veteran Status (optional):**

Are you a veteran, dependant of a veteran, or on active duty planning to use military or transferable benefits?  Yes  No

**Optional**

The following information is voluntary and will not affect the decision for admission. Georgian Court University does not discriminate on the basis of sex, disability, race, color, religion, or national or ethnic origin.

Are you of Hispanic/Latino ethnicity or descent?  Yes

Select one or more races with which you identify yourself:  American Indian or Alaskan Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White

Religion \_\_\_\_\_ Marital Status  Single  Married  Divorced

**ACADEMIC BACKGROUND**

List all colleges and universities attended, beginning with the most recent. Include additional sheets if necessary. Please write your name as it appears on your transcript. All official transcripts must be submitted.

Name & location of institution	Dates of attendance (From-To)	Academic program	Name of degree & date awarded

Please check box(es) that apply to you:  GCU Reactivation (within one year or less)  GCU Returning (after one year or more)  
 International  New Degree Student  Audit (Noncredit)  Non-matriculating (course) \_\_\_\_\_

Campus/Site:  Lakewood  GCU at Hazlet  Online  Other \_\_\_\_\_

The semester and year you wish to attend GCU:  Fall  Winter  Spring  Summer | Year \_\_\_\_\_

**Indicate One Reason for Attending Georgian Court University:**

- To apply for a Georgian Court University M.A. or M.S. degree
- To qualify for NJ instructional, administrative, or educational services certification
- To earn a Georgian Court University certificate in a field of my interest
- For self-enrichment or personal development
- For self-enrichment now, plan to matriculate later (Note that individuals may take up to 6 credits without matriculating.)

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**TEACHER CERTIFICATION** *(If applicable, attach copy of current certification.)*Type of certificate currently held  Standard  (CEAS) Eligibility with Advanced Standing

State(s) issuing certification \_\_\_\_\_

Level/Subject matter area(s) of certification \_\_\_\_\_

Certificate of Eligibility or emergency certificates are not acceptable for programs that require NJ state certification.

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*Indicate the program to which you are applying:***SCHOOL OF ARTS & SCIENCES**

- M.A., Applied Behavior Analysis
- M.A., Clinical Mental Health Counseling
- GCU Professional Counselor Certificate
- M.A., School Psychology
- GCU Certificate of Advanced Graduate Study in School Psychology
- M.A., Criminal Justice & Human Rights
- GCU Homeland Security Certificate
- M.A., Holistic Health Studies
- GCU Holistic Health Certificate
- M.A., Theology
- GCU Mercy Spirituality Certificate
  - Credit
  - Noncredit (Audit)
- GCU Parish Business Management Certificate
- GCU Pastoral Ministry Certificate

**SCHOOL OF BUSINESS & DIGITAL MEDIA**

- One-Year Accelerated M.B.A.
- Two-Year Traditional M.B.A.
- GCU Parish Business Management Certificate
- GCU Business Essentials Certificate
- GCU Nonprofit Management Certificate

**SCHOOL OF EDUCATION****Initial Preparation Programs**

*For applicants with a bachelor's degree who DO NOT hold a New Jersey instructional certificate; select either the M.A. in Education or Postbaccalaureate Certification and the program that matches your teaching goal.*

- M.A., Education with Teacher Certification in (choose from Certification Options list) **OR**
- Accelerated Postbaccalaureate Teacher Certification (choose from Certification Options list) **OR**
- Traditional Postbaccalaureate Teacher Certification (choose from Certification Options list)

**Certification Options**

- Elementary Education K–6 with Teacher of Students with Disabilities Endorsement
- Teacher of a Specific Subject K–12 (secondary) with Teacher of Students with Disabilities Endorsement. Subject areas include (*check one*):
  - Art
  - Biology
  - Chemistry
  - English
  - Mathematics
  - Social Studies
  - Spanish

**Advanced Professional Programs**

*For applicants who hold a New Jersey instructional certificate. Choose ONE program.*

**Postbaccalaureate Certificate Programs**

- GCU Autism Spectrum Disorders Certificate
- GCU Instructional Technology Certificate

**Endorsement Certification Programs**

- Bilingual/Bicultural Education
- English as a Second Language (ESL)
- Teacher of Students with Disabilities

**Master's Degree Programs**

- M.A., Administration & Leadership (with Principal, School Administrator, School Business Administrator, or School Supervisor Certification)
- M.A., Instructional Technology
- M.A., Education—Autism Spectrum Disorders
- M.A., Education—English as a Second Language (ESL)
- M.A., Education—Reading/Literacy Specialization
- M.A., Education—School Counselor
- M.A., Education—Learning Disabilities Teacher-Consultant

**Post-Master's Certification Programs**

- Director of School Counseling Services
- Learning Disabilities Teacher-Consultant
- School Business Administrator
- School Supervisor

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**ALL GRADUATE STUDENTS**

I hereby make application to Georgian Court University. To the best of my knowledge, the information on this application is true and complete. I give permission to release academic information to Georgian Court University and understand that all records once submitted become the property of Georgian Court University.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Complete this form and send it with a \$40 nonrefundable application fee to the Office of Graduate & Professional Studies, Georgian Court University, 900 Lakewood Avenue, Lakewood, NJ 08701-2697.