



## Application Materials Checklist

### Master of Science in Criminal Justice (MSCJ)

#### Application Deadline:

Fall Semester – July 1; Spring Semester – November 1

All materials not submitted electronically should be placed together in a packet and submitted by mail or in person at one time to the Graduate Admissions Office. Please leave sealed items in their original envelopes when putting them in the packet.

1	<b>Online Graduate Application</b> – There is a non-refundable \$60 application fee. <a href="http://www.kennesaw.edu/graduate/admissions/onlineapplication.shtml">www.kennesaw.edu/graduate/admissions/onlineapplication.shtml</a>
2	<b>Transcripts</b> – Official transcripts from <b>EACH</b> College and/or University you have attended. Must be in sealed envelope from the institution.
3	<b>Letter of Interest – Can be uploaded into the online application.</b> Should state your interest in and goals for the MSCJ program, including reasons for why/how this program will meet your professional or academic needs ( <u>Note</u> : If the applicant has a record of work experience in the criminal justice field, the applicant should explain in the letter the type and length of the experience, his or her work-related promotions and achievements, and skills/knowledge acquired.)
4	<b>Two (2) Letters of Recommendation (should be from academics).</b> ( <u>Note</u> : One letter could be from a work supervisor if the applicant has numerous years of work experience in criminal justice field). Can be sent electronically through the online application.
5	<b>Resume</b> - Can be uploaded into the online application.
6	<b>***GRE Score Report – Request that your scores be sent electronically to KSU (school code 5359).</b> No department code is necessary. Minimum score of <b>286</b> on the current scale and <b>800</b> on the prior scale (Verbal and Quantitative combined).  <b>***Important Note:</b> GRE Score Report NOT needed if applicant has <b>one</b> of the following other records of external validation: (1) Record of successful academic performance such as undergraduate GPA of 3.25 or above; <b>*OR*</b> (2) Demonstrated record of successful work experience in the criminal justice field for a period of four (4) or more years. [For examples of qualifying types of work experience, see “Admissions Criteria” document on MSCJ website.]

**International Students (Visa and Green Card holders):** Please go to [http://www.kennesaw.edu/graduate/admissions/international\\_admissions.shtm](http://www.kennesaw.edu/graduate/admissions/international_admissions.shtm) for additional requirements.

Mailing Address: Kennesaw State University, Office of Graduate Admissions  
3391 Town Point Drive, MD 9109, Kennesaw, GA 30144-5591  
Phone: 470-578-4377 • Fax: 470-578-9172 • [www.kennesaw.edu/graduate/admissions](http://www.kennesaw.edu/graduate/admissions)