

Master of Science in Criminal Justice (MSCJ) Application Checklist

Send all application documents to: gradadm@louisville.edu or Graduate Admissions - SIGS
502-852-3101 (phone) University of Louisville
502-852-3111 (fax) Louisville, KY 40292

A complete application includes:

- Completed online application:** <http://louisville.edu/graduate>. Please note in the “Comments” section on the last page of the online application you are applying to the **MSCJ ONLINE PROGRAM**.
- \$60 non-refundable application processing fee:** It is recommended that you apply online at the above website and pay your application fee with a credit card. Be sure to note if you are an online student. If you submit the hard copy application, attach a personal check, money order or cashier’s check (U.S. dollars) payable to the University of Louisville to your completed application. *Note: Application fees paid with a check will delay the process for 8 days. Recipients of certain government assistance programs may be eligible to waive the application fee. [See details.](#)*
- Those submitting applications for readmission are required to pay a \$30.00 US currency non-refundable application fee:** If you are unsure if you need to pay the fee, please contact the Graduate Admissions Office at (502) 852-3101. Once the fee is submitted, it will not be refunded.
- Transcripts:** official final academic transcript (or official current, if currently enrolled) is required from each college/university you have attended, including those at which you were enrolled for academic credit as a non-degree student and for any credits transferred to another college. All transcripts must bear the official seal and signature of institution and should be sent directly to UofL Graduate Admissions. **UofL provides transcripts for UofL graduates automatically.**
- Test scores:** Scores from the General Test Section of the Graduate Record Exam (GRE) are required.
- Letters of recommendation:** Two letters of recommendation from individuals who can speak to the applicant's academic or professional capabilities. Download [recommendation forms](#) or select the online option when completing your online graduate school application to have this form sent to your recommender electronically. *Note: Avoid personal references from co-workers, advisors, friends, clergy, etc.*
- Personal statement:** An original essay (300-500 words) identifying your background, professional interest, goals, motivation, and potential for graduate work together with any accompanying addenda (resume) may be emailed as an attachment to gradadm@louisville.edu after submitting your online application (recommended). Be sure to include your name, email address, and your UofL student i.d.# (if applicable). *Note: Typically, first-time applicants to UofL will not have an i.d.#.*

- **Variance requests:** Applicants with a cumulative grade point average of less than 2.75 are required to submit a [Variance Request form](#). If there are gaps or deficiencies in your academic record, please explain. The School of Interdisciplinary and Graduate Studies' standards require a minimum cumulative GPA of 2.5, thus students with a cumulative undergraduate GPA less than 2.5 may be considered for non-degree admission.

**Additional requirements for international applicants
or non-native English speaking applicants:**

- **TOEFL:** International students for whom English is not their primary language must show English language proficiency through the Test of English as a Foreign Language (TOEFL) or by successfully completing the exit examination for the advanced level of the Intensive English as a Second Language Program at UofL or by proof of a degree awarded by an acceptable English language institution. A score of 550 or higher on the paper-based TOEFL; a score of 213 or higher on the computer-based TOEFL; or a score of 79 or higher on the internet-based TOEFL is required. A minimum score of 6.5 is required for students who have taken the International English Language Testing System (IELTS).
- **International applicants:** International applicants may be required to have their transcripts evaluated by a credential evaluation service in the U.S., such as [World Education Services, Inc.](#) and [Educational Credential Evaluators](#). Documentation requirements for immigration for international applicants may be found on the [UofL International Center website](#).