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)  
502-852-3111 (fax)
University of Louisville
Louisville, KY 40292

A complete application includes:

- Completed online application: [http://louisville.edu/graduate](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.