

# Application Instructions

## Freshman Admission

A freshman applicant is a current high school senior; a high school graduate with no postsecondary course work; or a GED recipient with no postsecondary course work applying for matriculated/degree-seeking status at St. Joseph's College. Fall admissions candidates are notified of their admissions decision on November 1 and on a rolling basis thereafter.

## Freshman Applicant Checklist

To apply, please submit the following:

- A completed, signed and dated Application for Undergraduate Admission. An online application can be found on our website at [sjcny.edu](http://sjcny.edu) and click the Apply button in the top right corner.
- Official high school transcript(s).
- Official SAT I or ACT scores. If more than one score is reported, St. Joseph's College will use the highest combined scores. Be sure to submit all scores, including scores obtained during your high school senior year. SAT II Subject Tests are recommended but not required for admission. St. Joseph's College will accept all official scores provided on high school transcripts.
- Two letters of recommendation, preferably one from a counselor and one from a teacher.
- A nonrefundable application fee of \$25 in the form of a check or money order made payable to St. Joseph's College. Be sure to include your name on the check. If the application fee represents a financial hardship, please ask your high school counselor to contact the Office of Admissions at St. Joseph's College.
- An essay or personal statement of 200-350 words to enhance your application and allow you to share your thoughts and goals with the Admissions Committee. Select one of four topics provided on the application form, section VII.

Informational interviews with an admissions counselor are recommended and may be scheduled by calling the Office of Admissions or online at [sjcny.edu/visitsjcli](http://sjcny.edu/visitsjcli).

Applicants who have completed Advanced Placement, International Baccalaureate or college course work through a sponsoring college or university should submit appropriate documentation, test score reports or transcripts. Advanced standing and credit will be considered for admitted applicants upon receipt of official documentation.

## Transfer Admission

A transfer applicant is a student who has enrolled in any post-secondary course work after graduating from high school. New transfer students may apply to begin their studies in either the fall or spring semester. We notify transfer candidates of their admissions decision on a rolling basis.

## Transfer Application Deadlines

Child study majors	June 30 for fall semester; December 15 for spring semester
All other majors	Rolling admissions

## Transfer Applicant Checklist

To apply, please submit the following:

- A completed, signed and dated Application for Undergraduate Admission. An online application can be found on our website at [sjcny.edu](http://sjcny.edu) and click the Apply button in the top right corner.
- Official transcript(s) from **each** college or university attended.
- Official high school transcript if you have completed less than 24 college credits at the time you apply.
- A list of college courses currently in progress and their corresponding course numbers.
- A nonrefundable application fee of \$25 in the form of a check or money order made payable to St. Joseph's College. Be sure to include your name on the check.
- An essay or personal statement to enhance your application. You may select one of the topics provided on the application form, section VII.

Informational interviews with an admissions counselor are recommended and may be scheduled by contacting the Office of Admissions or online at [sjcny.edu/visitsjcli](http://sjcny.edu/visitsjcli).

## All Applicants

Please retain photocopies of your application and all materials submitted in the event these are lost in the mail. Make sure your name appears on all documents.

Mail your completed application and supporting documents to:

**Office of Admissions • St. Joseph's College**  
**155 West Roe Boulevard • Patchogue, NY 11772**

## Students With Disabilities

St. Joseph's College ensures that all students are afforded fair and equitable access to its programs and activities. The director of the Office of Student Accessibility Services assists students with disabilities in accessing reasonable accommodations and in determining which accommodations are appropriate. The College complies with the Americans with Disabilities Act. Reasonable accommodations typically include, but are not limited to, taped materials, testing modifications, note-taking support, special parking permits and assistance with class registration.

## Financial Aid

St. Joseph's College practices a need-blind admissions process and is committed to ensuring access to a St. Joseph's education for all qualified candidates. To assist admitted students, the College makes every effort to meet demonstrated need through a combination of aid programs that include grants, scholarships, student employment and loans. In addition, the College offers a variety of financial services (such as payment plans) to help students and families meet college costs.

St. Joseph's College also offers an extensive merit-based scholarship program. Scholarship awards are based on completed admissions applications and supporting credentials. No separate scholarship application is required.

To be considered for financial aid, students must complete and submit the Free Application for Federal Student Aid (FAFSA), which is available online at [fafsa.ed.gov](http://fafsa.ed.gov). St. Joseph's USDE code for SJC Long Island is **E00505**. For more information, call the Office of Financial Aid at 631.687.2600.

## Campus Visits

Students interested in St. Joseph's College are encouraged to visit the campus. A campus visit provides prospective students with a clear understanding of St. Joseph's academic programs, environment and social setting. Students and families have the opportunity to learn more about academic offerings, student services and campus life as well as the admissions and financial aid processes and procedures.

Individual appointments, group information sessions and guided campus tours are held throughout the year on weekdays and most Saturdays. Please contact the Office of Admissions at 631.687.4500 to arrange a visit or visit [sjcny.edu/visitsjcli](http://sjcny.edu/visitsjcli).

St. Joseph's College admits qualified students without regard to race, color, religion, gender, age, national or ethnic origin or disability. This policy is implemented in accordance with all applicable federal, state and local statutes and requirements.



# Application Form

## Part I – Biographical Data (Please type or print neatly.)

Social Security number (optional) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If you plan to apply for financial aid, you must report your SSN. Failure to report your SSN will cause a significant delay in the processing of your financial aid. State and federal laws are strictly observed, and your SSN is not used as your student identification number.

Title  Mr.  Ms.  Mrs. Other \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_ Last First Middle

Former or other name \_\_\_\_\_

\_\_\_\_\_ Last First Middle

Home address \_\_\_\_\_ Apartment \_\_\_\_\_

Number and street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing address \_\_\_\_\_ Apartment \_\_\_\_\_

Number and street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home phone \_\_\_\_\_ TTY/TDD (if applicable) \_\_\_\_\_

Cellphone \_\_\_\_\_ Email \_\_\_\_\_

Citizenship status  U.S. citizen  Permanent resident  Refugee  Other \_\_\_\_\_ Country of birth \_\_\_\_\_

Mark the box with an "X" if you wish to indicate:

Your native language is not English.  \_\_\_\_\_ is your primary language.

Are you a New York State resident?  Yes  No If yes, in which county do you reside? \_\_\_\_\_

Gender assigned at birth:

Male  Female Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

If you would like the opportunity, we invite you to share more about your gender identity below:

### Ethnicity (Optional)

Ethnicity information is not required. Response is voluntary and information is used for statistical purposes only. Confidentiality is maintained.

1. Are you Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South American, Central American or other Spanish culture or origin regardless of race)?  No

Yes, Hispanic or Latino (including Spain)

If yes, please describe your background \_\_\_\_\_

2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more & describe your background on the lines below).

American Indian or Alaska Native (including all original peoples of the Americas)

Asian (including Indian subcontinent and Philippines)  Black or African-American (including Africa and Caribbean)

Native Hawaiian or other Pacific Islander (original peoples)  White (including Middle Eastern)

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## Part II – Admissions Data

### Start Term

- Fall 20\_\_\_\_  
 Spring 20\_\_\_\_

### Application Type

- Freshman  
 Transfer

### Intended Load

- Full time  
 Part time

Have you previously applied to SJC?  Yes  No If yes, when? \_\_\_\_\_ / \_\_\_\_\_  
Month/Year

Have you ever taken an SJC course?  Yes  No

If yes, were you a  degree or  non-degree student?

What influenced you to apply to St. Joseph's College? \_\_\_\_\_

Proposed career or professional goal \_\_\_\_\_

### Programs of Study, Minors and Other Studies

Applicants should know that choices indicated are tentative and students may change their selections at a later date. Our students are not required to officially declare a major until the end of their sophomore year, and they are assisted in their choices by their academic advisers. From the choices listed below, please select your current choice of major. Transfer students interested in child study should also indicate an area of concentration — see note below.

#### Programs of Study

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting                                  | <input type="checkbox"/> Human Relations   |
| <input type="checkbox"/> Biology                                     | <input type="checkbox"/> Human Resources   |
| <input type="checkbox"/> Business Administration                     | <input type="checkbox"/> Journalism and New Media Studies                                      |
| <input type="checkbox"/> Chemistry                                   | <input type="checkbox"/> Marketing   |
| <input type="checkbox"/> Computer Information Technology             | <input type="checkbox"/> Mathematics   |
| <input type="checkbox"/> Criminal Justice                            | <input type="checkbox"/> Mathematics and Computer Science                                      |
| <input type="checkbox"/> Education                                   | <input type="checkbox"/> Medical Technology  |
| <input type="checkbox"/> Adolescence Education (Secondary Education) | <input type="checkbox"/> Nursing (freshmen only; fall entry only)                              |
| <input type="checkbox"/> Biology                                     | <input type="checkbox"/> Political Science   |
| <input type="checkbox"/> Chemistry                                   | <input type="checkbox"/> Psychology  |
| <input type="checkbox"/> English                                     | <input type="checkbox"/> Recreation (Therapeutic Recreation or<br>Leisure Services Management) |
| <input type="checkbox"/> History                                     | <input type="checkbox"/> Religious Studies and Philosophy                                      |
| <input type="checkbox"/> Mathematics                                 | <input type="checkbox"/> Social Sciences   |
| <input type="checkbox"/> Spanish                                     | <input type="checkbox"/> Economics   |
| <input type="checkbox"/> Child Study/Special Education               | <input type="checkbox"/> Sociology   |
- \_\_\_\_\_ \*Area of concentration — transfer students only
- |   |   |
|---|---|
| <input type="checkbox"/> English                            | <input type="checkbox"/> Spanish                        |
| <input type="checkbox"/> History                            | <input type="checkbox"/> Speech (Communication Studies) |
| <input type="checkbox"/> Hospitality and Tourism Management | <input type="checkbox"/> Studio Art                     |
|   | <input type="checkbox"/> Undecided                      |

#### Minors

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accounting                      | <input type="checkbox"/> English*                | <input type="checkbox"/> Music*                    |
| <input type="checkbox"/> American Studies*               | <input type="checkbox"/> Environmental Studies   | <input type="checkbox"/> Peace and Justice Studies |
| <input type="checkbox"/> Art*                            | <input type="checkbox"/> Fine Arts*              | <input type="checkbox"/> Philosophy                |
| <input type="checkbox"/> Art History                     | <input type="checkbox"/> Film/Media              | <input type="checkbox"/> Psychology*               |
| <input type="checkbox"/> Biology                         | <input type="checkbox"/> History*                | <input type="checkbox"/> Religious Studies         |
| <input type="checkbox"/> Business Administration         | <input type="checkbox"/> Human Relations*        | <input type="checkbox"/> Sociology*                |
| <input type="checkbox"/> Chemistry                       | <input type="checkbox"/> Journalism              | <input type="checkbox"/> Spanish*                  |
| <input type="checkbox"/> Computer Information Technology | <input type="checkbox"/> Labor, Class and Ethics | <input type="checkbox"/> Speech*                   |
| <input type="checkbox"/> Computer Science*               | <input type="checkbox"/> Latino Studies          | <input type="checkbox"/> Therapeutic Recreation    |
| <input type="checkbox"/> Criminal Justice                | <input type="checkbox"/> Marketing               | <input type="checkbox"/> Undecided                 |
| <input type="checkbox"/> Economics                       | <input type="checkbox"/> Mathematics*            | <input type="checkbox"/> Women's Studies           |

**\*NOTE:** Child study majors may select an area of concentration from the list of minors marked with an asterisk. In addition to this list, students may also choose biology or social sciences as their area of concentration.

- I plan to apply to law school.                       I plan to apply to medical school.                       I plan to apply to dental school.
- I plan to apply to graduate school to study \_\_\_\_\_.
- I am interested in SJC's B.S./M.B.A. program in accounting.
- I am interested in one of SJC's B.A. or B.S./M.A. in Childhood or Adolescence Special Education programs.
- I would like to be considered for the SJC honors program (freshmen only).

### Part III – Educational Data Freshman Applicants

#### High School Data - Freshman Applicants

High school \_\_\_\_\_ CEEB code \_\_\_\_\_ Location \_\_\_\_\_  
 Other secondary school attended \_\_\_\_\_ Dates of attendance \_\_\_\_\_  
 Graduation date \_\_\_\_\_ Cumulative average \_\_\_\_\_  Weighted  Unweighted  
 Month/Year  
 What is your high school rank in class? \_\_\_\_\_ Class size? \_\_\_\_\_  
 Name of counselor/college adviser \_\_\_\_\_

#### Test Information

Please provide dates and test scores for tests already taken and dates for tests you plan to take.

SAT I (before March 2016) \_\_\_\_\_/\_\_\_\_\_  
 Month/Year Critical Reading Math Writing

(March 2016 or later) \_\_\_\_\_/\_\_\_\_\_  
 Month/Year Evidence Based Reading & Writing Math Essay

(March 2016 or later) \_\_\_\_\_/\_\_\_\_\_  
 Month/Year Evidence Based Reading & Writing Math Essay

SAT II \_\_\_\_\_/\_\_\_\_\_  
 Month/Year Subject Score Month/Year Subject Score

ACT \_\_\_\_\_/\_\_\_\_\_  
 Month/Year Composite Month/Year Composite

Do you wish to transfer credits for college courses taken while in high school?  Yes  No If yes, how many credits? \_\_\_\_\_  
 From which college(s)? \_\_\_\_\_ Have you completed any Advanced Placement examinations?  Yes  No

#### College Data – Transfer Applicants

Please list in chronological order each college and university you have attended, including SJC, if applicable. Please include dates of attendance, number of credits earned, GPA and degree or certificate earned. Please include a list of courses in progress and their corresponding course numbers. Please note: Any omission of an institution previously attended may result in dismissal or admission rescission.

**If less than 24 completed credits appear on transcript, please complete the High School Data section above.**

College/university	Dates	Number of Credits	GPA	Degree earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Number of credits in progress \_\_\_\_\_ (Please include a list of courses in progress and their corresponding course number.)

High school attended \_\_\_\_\_

Please state your reason for seeking a transfer to SJC:

\_\_\_\_\_  
 \_\_\_\_\_

### Part IV – Visa Requirement Data

Students who are neither U.S. citizens nor permanent residents of the U.S. must complete this section. All other applicants proceed to Section V.

Country of citizenship \_\_\_\_\_ Country of birth \_\_\_\_\_

What type of visa do you require?  F-1  J-1  M-1  Other (please explain) \_\_\_\_\_

Are you currently residing in the U.S.?  Yes  No

If yes, which visa do you currently hold? \_\_\_\_\_ Current visa expiration date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 MM/DD/YYYY

If you currently hold an F-1 visa, provide name of institution that issued your I-20 \_\_\_\_\_

**Part V – Family Data**

Father or guardian's name \_\_\_\_\_ Mother or guardian's name \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City, state, ZIP \_\_\_\_\_ City, state, ZIP \_\_\_\_\_  
 Email \_\_\_\_\_ Email \_\_\_\_\_  
 College attended \_\_\_\_\_ College attended \_\_\_\_\_  
 Degree earned \_\_\_\_\_ Degree earned \_\_\_\_\_  
 Occupation \_\_\_\_\_ Occupation \_\_\_\_\_  
 Employer \_\_\_\_\_ Employer \_\_\_\_\_

Are any immediate family members graduates or current students of St. Joseph's College? If yes, please list:

Name	Relationship to you	SJC degree/year of graduation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is either parent a full-time employee of St. Joseph's College?  Yes  No If so, please provide name of parent \_\_\_\_\_  
 Are you a veteran?  Yes  No Are either of your parents a veteran?  Yes  No

**Part VI – Extracurricular or Co-curricular Activities and Interests**

List school and community activities that have been important to you. You may submit a separate sheet of paper.

Activity	Grades of participation				Offices held	Honors/awards received
	9	10	11	12		

List any academic honors or awards you have received (e.g., National Merit Award):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Part VII – Essay/Personal Statement

The essay or personal statement gives you the chance to share your thoughts and ideas with the Admissions Committee. The essay or personal statement can enhance your application and provides you with the opportunity to tell us more about you.

Please select one of the following topics and prepare an essay or personal statement of 200–350 words.

1. Describe your educational, career and/or personal goals.
2. Describe an achievement that you are most proud of and why.
3. Discuss an issue of personal, local or national concern and its importance to you.
4. Topic of your choice.

## Part VIII – Additional Information

Have you ever been suspended, expelled or required to withdraw for disciplinary reasons from any high school or college?

Yes  No (If yes, attach a detailed explanation.)

Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed,

erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.

Yes  No (If yes, attach a detailed explanation.)

If you are not currently attending a high school or college, describe your activities since your last school attendance:

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Is there any additional information you wish to share with the Admissions Committee?

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## Part IX – Signature

**All students:** I certify that the information I have provided on this application is accurate and complete to the best of my knowledge. I understand that this application must be complete and that all requested documentation submitted before an admissions decision can be rendered and that all documents submitted as part of the admissions and enrollment process become the property of the College and will not be returned to the applicant. I authorize SJC to make reasonable inquiries into the accuracy of the information provided, including a criminal background check. I permit SJC to use my photos taken on campus, or during college functions and events, in printed brochures, literature and on the website. I understand that, in accordance with the federal Family Education Rights and Privacy Act of 1974, if accepted and matriculated, my admission application will be included in my permanent record at the College. I further understand that any misrepresentation or omission of requested information may result in admission being rescinded or in dismissal at any time after admission.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap or marital status in its educational programs, admission policies, employment policies, financial aid or other school-administered programs. This policy is implemented in compliance with all applicable federal, state and local statutes or regulations.

Check here if you permit SJC to use your photo in print products and on our website.