



## 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="https://www.kennesaw.edu/admissions/graduate/application-process/index.php">https://www.kennesaw.edu/admissions/graduate/application-process/index.php</a>
2	<b>Transcripts</b> – Official transcripts from <b><u>EACH</u></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	<p><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).</p> <p><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.]</p>

**International Students (Visa and Green Card holders): Please go to: <https://www.kennesaw.edu/admissions/graduate/application-process/international.php>**

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3391 Town Point Drive, MD 9109, Kennesaw, GA 30144-5591  
Phone: 470-578-4377 • Fax: 470-578-9172 • <https://www.kennesaw.edu/admissions/graduate/>**