

OFFICE OF THE REGISTRAR



Dear Applicant:

In order to make the application process more manageable, this page is included for your convenience. If you have questions about the forms or about the application process, you can call the Office of the Registrar at 614-985-2226.

To apply, please follow these easy steps.

- _____ 1. Completed and sign application form.
- _____ 2. Request official transcripts from last school attended.
- _____ 3. Include a nonrefundable \$25 fee with your application. Check, money order or credit card is accepted.
- _____ 4. Complete the Course Registration form and return with your application.
- _____ 5. Forward all applications materials to the Office of the Registrar by the posted deadline.
- _____ 6. You must have your application, the nonrefundable fee and transcripts in before class registration can be processed.

TUITION FEE SCHEDULE FOR DEACON INQUIRERS

Tuition for 3 credit hour course	\$600
Tuition for 1.5 credit hour course	\$300
Nonrefundable Application Fee.....	\$25

Fees are due at the beginning of each semester and are to be sent to the Business Office at the Josephinum. Checks or money orders should be made payable to the Pontifical College Josephinum. Major credit cards are accepted. Fees are delinquent seven days after the start of each semester. You will be excluded from class if you do not meet this obligation.

If you should find it necessary to withdraw from classes after you have paid your fees, request a refund in writing from the Business Office. (See catalogue for refund policy.)

A library card will be issued once fees are received.

Please contact the Office of the Registrar (614-985-2226) if you have any questions regarding any aspect of registering at the Pontifical College Josephinum.

We recommend that you keep this page and date the items as they are completed.

Revised 6/2005

PONTIFICAL COLLEGE JOSEPHINUM

APPLICATION FOR COMMUTER STUDENT

PLEASE TYPE OR PRINT IN INK
An incomplete application will result in processing delays.

PERSONAL DATA

Please complete all of the items on the application.

Request that official transcripts from college(s) attended be sent to this office.
Transcripts become the permanent property of the Josephinum and cannot be returned.

Return completed application form along with the application fee to the Office of the Registrar.

If you have any questions, call the Office of the Registrar at 614-985-2226.

Full Name (as it appears on official documents such as birth certificate, passport, etc.)

Last (family name, surname)

First (given name)

Middle (name)

Address

City

State

Zip

Home Phone Number (include area code)

Work Phone Number (include area code)

Social Security Number

E-mail address

Date of Birth (month, day, year)

Place of Birth (state)

Primary Language Spoken

Please check the appropriate boxes: Male Female Single Married

Did you serve in the military? Yes No Years _____ Branch _____

Are you now in the reserves? _____

U.S. Citizen? Yes (If yes skip to next section). No If no, country of origin _____

Language spoken at home is _____

Do you have an U.S. Visa? Yes No If yes, what type _____ Expiration date _____

Indicate status: Non-Immigrant Permanent resident

Alien registration number: A _____

Date status received: month _____ day _____ year _____

Please check the appropriate box:

Federal reporting regulations for student enrollment and institutional analysis require the collection of race/ethnic information.

RACE OR ETHNIC GROUP

- AMERICAN INDIAN OR ALASKAN NATIVE ASIAN OR PACIFIC ISLANDER BLACK, NOT OF HISPANIC ORIGIN
 HISPANIC WHITE, NOT OF HISPANIC ORIGIN NON-RESIDENT ALIEN

(Country of Permanent Residence)

ACADEMIC INFORMATION

List every college, university, or professional school attended starting with the most recent first. **Have an official transcript sent from each to the Office of the Registrar at the Pontifical College Josephinum.**

College/University/School	City and State	Dates of Attendance	Date of Graduation (month/day/year)	Degree Awarded/Major

Applying as:

Full Time Student. Taking individual courses for no degree? Fall Semester 20____
 Part Time Student. Studying for Master of Arts degree? Spring Semester 20____

I am particularly interested in working in:

Catholic Dogma/Doctrine Catholic Moral Sacred Scripture

Religious Affiliation :(Please check one):

Roman Catholic Greek Orthodox Jewish Baptist Episcopal
 Lutheran Methodist Presbyterian Other_____

CERTIFICATION

Important: Read statement and sign below.

I affirm that the information I have provided on this application form and any additional material that I submit related to the admissions process is complete, accurate, and true to the best of my knowledge. I understand that furnishing false or incomplete information on any part of this admission application or any related materials may result in cancellation of admission.

Applicant's legal signature

Date

Return Application Form and supporting documentation to:

**Office of the Registrar
Pontifical College Josephinum
7625 North High Street
Columbus, Ohio 43235-1498**