

OFFICE OF THE REGISTRAR



**PONTIFICAL COLLEGE
JOSEPHINUM**

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 \$75 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	\$675
Tuition for 1.5 credit hour course	\$335
Nonrefundable Application Fee.....	\$75

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 or registrar@pcj.edu) 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 DEACON INQUIRER

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 614-985-2225.

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 box: 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: Each year the Josephinum is asked to submit information regarding the racial/ethnic origins of our faculty, staff and students. The U.S. Department of Education changed how it wants this information reported. The reason for the change is to provide common language to promote uniformity and comparability for the collection of reporting of data on race and ethnicity. Your name is never used. Please answer the following:

ETHNICITY (USED FOR STATISTICAL PURPOSES ONLY)

ARE YOU SPANISH/HISPANIC/LATINO? (A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.)

Yes No

RACE

Please identify your race from one or more of the following categories (you may elect to skip this selection if you answered “yes” above):

- AMERICAN INDIAN OR ALASKAN NATIVE (not Hispanic or Latino)** -A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN (not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- BLACK OR AFRICAN AMERICAN (not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa, including those who consider themselves “Haitian.”
- NATIVE HAWAIIAN OR PACIFIC ISLANDER (not Hispanic or Latino)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE (not Hispanic or Latino)** -A person having origins in any of the original peoples of Europe, North Africa, the Middle East.
- NON-RESIDENT ALIEN-** A person who is not a citizen or national of the United States and who is in this county on a visa or temporary basis and does not have the right to remain indefinitely. _____
(Country of Permanent Residence)

TWO OR MORE RACES

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

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**