

Directions for completing JCU Online Application

1. Go to <http://sites.jcu.edu/graduatestudies/>
2. Click on the “APPLY NOW” button on the right side of the screen (has a yellow check mark)
3. Enter your Login ID/Pin (if you have one) or click on “First time user account creation” if you do not
 - If first time, create a Login ID and Pin (has to be at least 6 numbers)
4. Click Login
5. Read the directions and scroll to the bottom, select “Application Type: **Graduate Studies A&S**” (should be there as default)- then click Continue
6. Fill in Admission Term: **Fall 2014**
7. Go through each section as listed and provide your information
 - For the “Personal Information” section, please use your **district email address**
 - For the “Planned Course of Study” section, select “**Education Endorsement Program-Teacher Leader**” from the drop down
 - For the “Documents” section, please note the address to email or mail your “Letter Of Assurance” signed by your principal (form available from Erin Herbruck)
8. When all sections are complete, please click “Submit Application Now”
9. You should receive an email confirmation from JCU.
 - The email will be from gsapp@jcu.edu and has contact information for JCU.
10. Additionally, this email will provide the John Carroll mailing address to which original, sealed transcripts should be forwarded

If you have any questions, please contact:

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