

# INSTRUCTIONS/REQUIREMENTS FOR FORMAL ADMISSION

(Undergraduate/Graduate Students)

You should apply for formal admission as soon as you have met all the requirements.

Submit the completed faculty evaluation forms and the completed, signed Application for Admission form to the Certification Officer/Compliance Specialist (ETC 443).

After your application is reviewed, you will be notified in writing regarding your acceptance into the School of Education.

## Requirements

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### **Proof of current clearances as listed below** (*Undergraduates & Graduates*)

- A current TB test
- PA Child Abuse Clearance (ACT 151)
- PA Criminal Background Check (ACT 34)
- Federal Criminal History Records (ACT 114/Fingerprinting)
- Completed Arrest/Conviction Report and Certification Form (ACT 24)

Register clearances online through American DataBank: [www.holyfamilycompliance.com](http://www.holyfamilycompliance.com)

There is a registration fee of \$25 for one year or \$75 for four years of access.

### **Undergraduate Students, including Transfer Students:**

- Completed a minimum of 48 semester credit hours of university-level coursework
- Fulfillment of the Basic Skills requirement as specified by the Pennsylvania Department of Education
- Cumulative GPA of at least 3.0
- Completion of at least six semester credits in university-level Mathematics, with a minimum grade of C
- Completion of three semester credits in university-level English Composition
- Completion of three semester hours in approved Literature with a minimum grade of C
- Submission of two faculty evaluation forms
- Have met all additional program specific requirements if applicable

**Graduate Students:** (*Graduate students are limited to twelve graduate credits, including any waived courses, prior to completing these requirements*)

- Cumulative GPA of at least 3.0
- Submission of two faculty evaluation forms
- Have met all additional program specific requirements if applicable

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For more information call Holy Family University, School of Education at 267-341-3246.

9801 Frankford Avenue, Philadelphia, PA 19114 | [holyfamily.edu](http://holyfamily.edu)