

# Application for Endorsement and Admission to the JCJC sponsored MSAJ Program at Shippensburg University

This application must be completed and returned to Mr. Leo J. Lutz, Director of Training and Graduate Education at the address listed on page 2. *The shaded items are optional for admission at the time of application.* Each university you have attended must send an official transcript of your academic record to the same address. Official transcripts must be mailed directly from the registrar's office of the college. All codes for county are listed on the reverse side.

1. _____		_____		_____	
LAST NAME		FIRST		MIDDLE	
_____ LIST MAIDEN OR OTHER NAME USED IN ATTENDING COLLEGE(S)					
2. _____					
PERMANENT ADDRESS					
_____ CITY		_____ STATE	_____ ZIP +4	_____ COUNTY NAME	_____ COUNTY CODE (SEE REVERSE SIDE)
3. (_____) _____ PERMANENT TELEPHONE NUMBER			_____ E-MAIL ADDRESS		
4. _____ SEX (M/F)	5. _____ / _____ / _____ DATE OF BIRTH MONTH/DAY/YEAR		6. _____ SOCIAL SECURITY NUMBER		
6. _____ CURRENT EMPLOYER			(_____) _____ EMPLOYER TELEPHONE		
_____ COUNTY OF EMPLOYMENT		_____ START DATE	_____ JOB TITLE		
7. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No      8. Are you a PA Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No (see reverse side)					
Permanent Resident/Political Refugee? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are a permanent resident, a copy of your alien residency card (I-551) is required.					
9. Please provide information about your ethnic or racial background. We use this information solely to report data to the U.S. Department of Education, Office of Civil Rights, and to help us determine whether the university is being successful in its efforts to assure equal opportunity to all persons. This information is not used in an admission decision.					
What is your ethnicity? <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic or Latino					
What is your race? Mark one or more races to indicate what you consider yourself to be:					
<input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander					
10. MASTER OF SCIENCE IN ADMINISTRATION OF JUSTICE PROGRAM OF STUDY			JUVENILE COURT JUDGES COMMISSION CONCENTRATION		
11. List chronologically all undergraduate and graduate schools you have attended or are attending (including Shippensburg if applicable):					
NAME & LOCATION	MONTH/YEARTO	MONTH/YEAR	DEGREE	MAJOR	
_____	_____ TO _____	_____	_____	_____	
_____	_____ TO _____	_____	_____	_____	
_____	_____ TO _____	_____	_____	_____	

## Please sign your name below to agree to the following conditions:

1. I agree to attend the program continuously for two (2) calendar years.
2. If I withdraw from the program for any reason, I agree to reimburse the Commonwealth of Pennsylvania for all tuition costs paid on my behalf through the date of my withdrawal.
3. I agree to maintain my current employment status for the duration of the program and for two years after graduation.
4. If I leave my current job (except for employment that also qualifies for JCJC tuition support) sooner than two (2) years after graduation I agree to reimburse the Commonwealth of Pennsylvania for all tuition costs paid on my behalf.

**AGREEMENT AND CERTIFICATION:** I certify that the statements made or checked are true and acknowledge that this application and all supporting credentials become the property of Shippensburg University and are not returnable. Students furnishing the University with false, misleading, or incomplete information relating to their application for admission or academic record will be subject to denial or dismissal. Furthermore it is understood and consented to that some or all of the information contained in this application may be released to various university offices or affiliated organizations of the university, which are the Shippensburg University Alumni Association, the Shippensburg University Foundation, or Student Services, Inc.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Application Submission Instructions

Submit ALL documents to:  
Mr. Leo J. Lutz  
Director of Training and Graduate Education  
CJTT&R, Shippensburg University  
1871 Old Main Drive  
Shippensburg, PA 17257

- ☐ Application for Endorsement and Admission
- ☐ Official transcripts of all undergraduate and graduate work completed.
- ☐ Resume of all work experience, including dates.
- ☐ Recommendation form completed by the Chief Juvenile Probation Officer in your county.

*Note:* Applicants who are employed at detention facilities will also need a letter of endorsement from the county's Juvenile Court Administrative Judge (which may be returned under separate cover).

## Pennsylvania Residency

Students applying for graduate study at Shippensburg University will be classified as resident or non-resident for fee purposes by the Office of Graduate Admissions. This classification is based on information furnished by the applicant and all other relevant information. The Office of Graduate Admissions may require written documents, affidavits, verifications, or other evidence necessary to establish the domicile of a student.

Domicile is determined by the regulations of the Pennsylvania State System of Higher Education as the place where one intends to reside either permanently or indefinitely and does, in fact, so reside. It is the student's responsibility to present clear and convincing evidence to establish residency for fee purposes. To determine or change residency, contact the Office of Graduate Admissions to obtain a Residency Classification Data Collection Form.

## County Codes

01 Adams	13 Carbon	25 Erie	37 Lawrence	49 Northumberland	61 Venango
02 Allegheny	14 Centre	26 Fayette	38 Lebanon	50 Perry	62 Warren
03 Armstrong	15 Chester	27 Forest	39 Lehigh	51 Philadelphia	63 Washington
04 Beaver	16 Clarion	28 Franklin	40 Luzerne	52 Pike	64 Wayne
05 Bedford	17 Clearfield	29 Fulton	41 Lycoming	53 Porter	65 Westmoreland
06 Berks	18 Clinton	30 Greene	42 McKean	54 Schuylkill	66 Wyoming
07 Blair	19 Columbia	31 Huntingdon	43 Mercer	55 Snyder	67 York
08 Bradford	20 Crawford	32 Indiana	44 Mifflin	56 Somerset	98 International
09 Bucks	21 Cumberland	33 Jefferson	45 Monroe	57 Sullivan	99 Out of state
10 Butler	22 Dauphin	34 Juniata	46 Montgomery	58 Susquehanna	
11 Cambria	23 Delaware	35 Lackawanna	47 Montour	59 Tioga	
12 Cameron	24 Elk	36 Lancaster	48 Northampton	60 Union	

### How Far Is It?

#### Driving times

Harrisburg	45 minutes
Carlisle	20 minutes
Mechanicsburg	35 minutes
Gettysburg	45 minutes
Hagerstown	35 minutes
York	75 minutes

For detailed directions and a campus map, visit our website at [www.ship.edu/visit](http://www.ship.edu/visit)



1871 Old Main Drive  
Shippensburg, PA 17257