



Hebrew College, 160 Herrick Road, Newton Centre, MA 02459
Office of Admissions: 617-559-8610 • Fax: 617-559-8601 • Email: admissions@hebrewcollege.edu

INSTRUCTIONS FOR APPLICANTS

CERTIFICATE PROGRAMS

Thank you for your interest in applying to Hebrew College. Please read these instructions carefully before completing your application. Should you have any questions about the application process or regarding the status of your application, please call the Office of Admissions, 617-559-8610, 9:00 a.m.–5:00 p.m. Monday–Thursday and 9:00 a.m.–1:00 p.m. Friday, or email admissions@hebrewcollege.edu.

Selection of Candidates Admissions decisions are based on a careful review of a candidate's completed application, credentials, supporting documents and appropriateness for the certificate program.

Applicants for *graduate* certificate programs must have a bachelor's degree from an accredited college or university and a competitive grade point average. The following certificate programs do *not* require a bachelor's degree: Early Childhood Jewish Education, Jewish Special Education, Jewish Liturgical Music and Jewish Music Education.

Hebrew College admits qualified students without regard to age, sex, religion, disability, race, color or national origin.

Application Submission Please send your completed application and all supporting materials to the Office of Admissions, Hebrew College, 160 Herrick Road, Newton Centre, MA 02459. You are responsible to ensure that all of your application materials are received; we welcome calls or emails from candidates regarding the status of their applications.

Deadlines Applications for certificate programs are accepted on a year-round basis. Students may begin their studies during the fall or spring semesters, or during the summer session for select programs.

Application Checklist All applicants must submit the following materials:

- A completed, signed application form. *Individuals who are also applying to a master's program should complete only the first page of the certificate application.*
- Official transcripts of all undergraduate and graduate studies from accredited academic institutions. Please have official copies of transcripts forwarded directly from the issuing institution to the Office of Admissions.
- An official score report from the Test of English as a Foreign Language (TOEFL) for all foreign students whose native language is not English and who have not received a degree from an accredited United States college or university.
- One letter of recommendation, preferably from a supervisor. Letters should be completed on the enclosed form and mailed directly to the Office of Admissions. *Applicants for the Certificate in Hebrew Language Education must supply two letters of recommendation.*
- A non-refundable application fee of \$50; please submit a check or money order made payable to Hebrew College. *This fee is waived for students who are also applying for a master's degree or who are already master's candidates.*

Interview The interview is an essential and required part of the application process for all Hebrew College certificate programs. This is an opportunity for us to get to know you better and for you to learn more about the College and program for which you are applying. Though on-campus interviews are preferred, if you live far from campus and are unable to travel, a phone interview may be arranged.

If you are applying for the Certificate in Jewish Liturgical Music, you will also participate in a vocal audition during your campus visit.

To schedule your visit, please contact the Office of Admissions.