



# IFJE Certificate Program Application Instructions

Thank you for your interest in applying for a certificate from 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 contact us:

Shoolman Graduate School Office of Admissions  
617-559-8624  
M-Th, 9 a.m. to 5 p.m.; F, 9 a.m. to 1 p.m.  
[dron@hebrewcollege.edu](mailto:dron@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 GPA. The Early Childhood Jewish Education certificate does not require a bachelor's degree. Hebrew College admits qualified students without regard to age, sex, religion, disability, race, color or national origin.

## Application Submission

You may fill out the application by clicking [here](#). Please send supporting materials to [dron@hebrewcollege.edu](mailto:dron@hebrewcollege.edu) or to:

Shoolman School Office of Admissions  
Hebrew College - Certificate Programs  
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 due by May 15 for fall admission and November 15 for spring admission. Extensions are granted on a case-by-case basis. Select programs begin in the summer.

## Application Checklist

All applicants must submit the following materials:

- A completed, signed application form

- 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, Hebrew College - Certificate Programs, 160 Herrick Rd., Newton Centre, MA, 02459.
- One letter of reference, preferably from a supervisor. Letters should be completed on [this form](#) and mailed directly to the Office of Admissions, or sent electronically to [dron@hebrewcollege.edu](mailto:dron@hebrewcollege.edu).
- A nonrefundable application fee of \$50. This fee is waived for students who are also applying for a master's degree or who are already master's candidates.
- One essay/personal statement describing why you are applying to Hebrew College's program and how studying with us will enable you to achieve your goals.
- An official score report from the Test of English as a Foreign Language 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.

In addition:

- Please write an additional essay based on the following prompt: "While some observers are concerned that intermarriage will ultimately eliminate the Jewish people, others argue that intermarriage transforms modern American Jewish life. How would you describe the Jewish communal professional's role in this debate?"

## 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 and for you to learn more about the College and program for which you are applying. Interviews may be conducted via phone, Skype, or on campus.

To schedule an interview, please contact the [dron@hebrewcollege.edu](mailto:dron@hebrewcollege.edu).