

# >>> application CHECKLIST

[ Providence College School of Continuing Education ]

Application Deadlines:            Fall *August 25*            Spring *January 10*            Summer *May 10*

Note: Applications received after these dates cannot be guaranteed timely matriculation.

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The following guide outlines the steps you need to take in order to complete your application.

All materials should be submitted online or sent to:

PROVIDENCE COLLEGE  
School of Continuing Education  
1 Cunningham Square  
Providence, Rhode Island 02918-0001

## ALL STUDENTS:

- Submit your application form [online](#) or on [paper](#)
- Submit your non-refundable application fee of \$55. You may pay by check (payable to Providence College), cash or credit card (MasterCard and Visa). Note: Fee waived for community college articulation applicants and members/veterans of the U.S. Armed Forces.
- Request your official high school [transcript](#) or GED certificate (not required of applicants to TCP)
- Request your official [transcripts](#) from all colleges and universities previously attended (Note: Some schools charge a fee for transcripts.)
- For current or former members of the U.S. Armed Forces: [Access your Joint Services Transcript](#) (JST) and submit it with your application. Your military coursework and training will be evaluated for possible transfer credit.

## IF APPLYING FOR FINANCIAL AID:

- Submit the [FAFSA](#). Contact the Providence College Office of Financial Aid to learn more: call 401.865.2286 or e-mail [finaid@providence.edu](mailto:finaid@providence.edu).
- Ask about [SCE scholarships](#)
- Meet with an academic adviser to select your classes

## TEACHER CERTIFICATION PROGRAM (TCP) APPLICANTS, IN ADDITION TO THE ABOVE:

- Submit your responses to the two questions on the online application form or on a separate typed sheet
- Provide two letters of recommendation from professional references on recommender's letterhead
- If your cumulative undergraduate Grade Point Average is less than 3.0 on a 4.0 scale, official PRAXIS I scores are required. Qualifying SAT, ACT, or GRE scores may be substituted.
- Schedule your interview with the TCP Coordinator at 401.865.2487 or email [sce@providence.edu](mailto:sce@providence.edu)

## INTERNATIONAL STUDENTS, IN ADDITION TO THE ABOVE:

- Complete the Citizenship Question on the Application
- Submit the [International Student Supplement](#)
- Provide a certified translation of your international transcripts by an accredited evaluation service