

**INTEREST**

I'd like to take classes:

- On Campus
- Online
- Hybrid

**Area of Interest(s):**

- Master's Degree
- Bachelor's Degree
- Associate Degree
- Diploma/Certification
- Single Course

**Program of Interest(s):**

- Business
- Technology
- Healthcare
- Design
- Public Safety
- Undecided

**EDUCATIONAL BACKGROUND**

High School of Graduation

GED/HSED

School: \_\_\_\_\_ Test Location: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Date Granted: \_\_\_\_\_

Please list ALL previous/current colleges, universities, vocational/technical schools that you have attended. Attach a separate sheet if necessary.

Name of School	City/State	Dates of Attendance	Degree/Diploma	Credits Earned/GPA

**PERSONAL COMMITMENT**

1) What makes now the right time to earn your degree?

\_\_\_\_\_

\_\_\_\_\_

2) What interests you about your chosen field of study?

\_\_\_\_\_

\_\_\_\_\_

3) What goals have you established for yourself professionally?

\_\_\_\_\_

\_\_\_\_\_

4) Describe your support network and how they will encourage you during your academic studies.

\_\_\_\_\_

\_\_\_\_\_

5) What concerns do you have about your motivation or ability to succeed, and how do you plan to overcome these obstacles?

\_\_\_\_\_

\_\_\_\_\_

6) What means do you plan to use to pay for your education?

- Personal/Financial Savings
- I will apply for financial aid
- Monthly Payments
- Scholarships
- Other

\_\_\_\_\_

\_\_\_\_\_

**READ AND SIGN:**

I have not attended institutions other than those listed on the Personal Information Record. I understand that I am responsible for arranging the forwarding of official transcripts from schools I have attended and that such transcripts become the property of Herzing University and will not be returned. I understand that any falsification of my records may be cause for the University to void my admission or take other appropriate action. I understand that some degrees, majors, and/or courses may require me to submit to criminal background checks and/or drug testing.

I further understand that the results of those checks and/or tests may affect my acceptance eligibility to continue in that degree, major, and/or course and/or may limit my opportunity for employment in certain fields.

I hereby state that all of the information I provided is true to the best of my belief and knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# PERSONAL INFORMATION RECORD



Career-focused. Convenient. Caring.

[www.herzing.edu](http://www.herzing.edu)

## ADMISSION INFORMATION

### UNDERGRADUATE ADMISSION CRITERIA

To be admitted to any Herzing University program, a prospective student must complete an interview with a Herzing admissions advisor and fill out a Personal Information Record and Application Completion Form. The following factors are considered prior to acceptance:

1. **Prior Education Requirement:** An applicant must have a high school diploma or a general education development (GED) certificate.
2. **Entrance/Placement Testing or Prior College Success:** An applicant must demonstrate the capacity to succeed in college-level education. This must be evidenced through one of the following methods:
  - a. Successful completion of an entrance evaluation administered with examination scores deemed appropriate by Herzing University.
  - b. Submission of an ACT score of 17 or better or a combined SAT score of 1,275 or better in place of the college entrance evaluation. (The college entrance evaluation is still required for math and English placement.)
  - c. Successful completion of a minimum of 24 semester credit hours of college-level work with grades of "C" or higher at nationally or regionally accredited colleges or universities. (Students admitted under this method are still required to take the placement examination for the purpose of determining if developmental English or mathematics courses are needed unless they have completed a college-level English composition course and a college algebra course with grades of "C" or higher.)
  - d. For limited admissions programs (including dental hygiene and nursing), applicants may be required to complete a specialized admissions test, and only the most qualified applicants will be admitted.
3. **Personal Commitment and Professional Attitude:** Of importance for the applicant's success is the willingness to make those sacrifices necessary to complete the program of study and the commitment to adhere to the University's rules and expectations. An indication of personal commitment includes, but is not limited to, the applicant's willingness to invest in their own education by contributing financially toward their education each semester, separate from any financial aid available.
4. **Availability of Time:** An applicant must have the availability of time to attend classes and labs, complete projects, and submit assignments in a timely manner. An applicant must demonstrate the ability to devote a sufficient degree of time and effort to the program. Each student is expected to spend additional time outside of class hours studying, completing assignments, and doing research.

### PROGRAM ADMISSION

Some programs or delivery formats (such as technology, dental hygiene, nursing, or the accelerated format) may have special admissions requirements. Refer to program descriptions and the EdFlex section of the catalog for any special admissions requirements.

### ENROLLMENT

Upon acceptance, students may finish the enrollment process by applying for any financial aid that may be available. If the estimated financial aid package is acceptable, applicants may complete the enrollment agreement, provide the necessary documents, and pay a \$50 enrollment fee.

### FINANCIAL AID APPLICANTS

If you wish to apply for need-based financial assistance from Herzing University (grants, loans, and employment) **you must:**

1. Apply for admission;
2. File the Free Application for Federal Student Aid (FAFSA). This can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or with one of our financial aid advisors.

### SCHOLARSHIPS

Herzing University offers several scholarship opportunities to new high school and adult students. Additional information is available in the University catalog, and application forms will be provided upon acceptance.

You may also apply online at [www.herzing.edu](http://www.herzing.edu) (additional paperwork may be required).

### PERSONAL INFORMATION

PLEASE PRINT

Last Name	First Name	Initial	M/F
Current or Local Mailing Address			
City		State	Zip Code
Email Address		Alternate Email Address	
Primary Phone		Alternate Phone	
Facebook URL/Email		Cell Phone Provider (if texting is preferred)	

### PREFERRED CONTACT METHOD

I prefer to be contacted with future reminders/requests by (check all that apply):

- Phone  
 Email  
 Text  
 Facebook

Are you a U.S. citizen?  Yes  No Permanent Resident?  Yes  No If yes, Alien Registration #: \_\_\_\_\_

How did you first hear about Herzing University? (check one):

- Student \_\_\_\_\_  
 Company  Friend/Referral  High School  TV  Newspaper  Radio  Yellow Pages  
 Mail  Internet  Presentation Today  Other: \_\_\_\_\_

Many of our students complete some online coursework with their diploma/degree program.

Online classes require regular and reliable internet access. From where will you access your classes?

\_\_\_\_\_

What speed of internet access do you have?  Dial-up  High Speed  Other: \_\_\_\_\_

How old is the computer you will be using (approximation)? \_\_\_\_\_

Do you have an Operating System of Microsoft XP, Vista, or Windows 7?  Yes  No

Please check all basic computer skills/software programs you feel comfortable with:

- Checking/sending email  Online research  Microsoft Access  
 Attaching a document to email  Microsoft Word  Microsoft Excel  
 Browsing the internet  Microsoft Power Point  Print screen

### CURRENT EMPLOYMENT INFORMATION

Are you currently working full-time?  Yes  No Part-time  Yes  No

If you are working, are you satisfied with your present job or occupation?  Yes  No

Explain \_\_\_\_\_

With additional education, do you have opportunities for advancement with your present employer?  Yes  No

May we contact you at your place of employment?  Yes  No

Current Employer \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_ Start Date \_\_\_\_\_ Title \_\_\_\_\_