



# SYRACUSE UNIVERSITY

## Application for Admission For Part-Time Undergraduate SU Students

### APPLICATION INSTRUCTIONS

If you are seeking admission to a Syracuse University undergraduate program as a part-time student, use this application packet. To apply for admission, you must have an admission interview with an academic advisor at University College, the continuing education division of Syracuse University. University College is the primary college for part-time students.

You may apply for single, dual, or combined enrollment.

- **Single enrollment** means having one major in one school and receiving one degree.
- **Dual enrollment** means having two different majors in two different schools but receiving a single degree granted by both schools.
- **Combined enrollment** also means having majors in two different schools but leads to two separate degrees conferred by both schools. Most combined enrollment programs require additional coursework.

Admission is reviewed on a continuing basis, so there is no application deadline for part-time undergraduates. Your application should be completed at least six weeks prior to the beginning of the semester.

For the purpose of this application, if you have attended any other institution of higher education on any basis for any period of time, you are considered a transfer student.

Also, if you've ever attended Syracuse University, including credit courses taken on a nonmatriculated basis through University College, please indicate this under "Education" on your application. (Matriculation means admission to a degree program.)

#### Here is a checklist of requirements to complete:

- Schedule an admission interview with a University College Academic Advisor. Call 315-443-3261 to schedule your interview.
- Complete the enclosed application form.
- Submit a typed, double-spaced personal essay. Directions and possible topics on page 4.

- Audition/portfolio review (if required).
- Return the application form, your essay, and your \$70 nonrefundable application fee to Syracuse University/University College, 700 University Avenue, Academic Advising, Room 126, Syracuse, New York 13244-2530. Make check or money order payable to *Syracuse University*.
- In certain instances, the admission committee may request letters of recommendation from professors or employers after an initial review of your application.
- If you have **attended or graduated from high school in the past five years**—even if you also attended college during that time—have an official copy of your GED certificate or high school transcript and Scholastic Aptitude Test scores sent to Syracuse University/University College, Student Administrative Services, 700 University Avenue, Syracuse, NY 13244-2530.
- If you have **attended college**, arrange for an official copy of your transcripts of all previous undergraduate work to be sent directly to our office. Official transcripts must have a raised seal. Do not send photocopies. Transcripts should indicate years of attendance, subjects studied each year, and grades. A key to the grading system should also be included. All documents in languages other than English must be accompanied by a certified literal English translation.

If you are requesting that transcripts be sent ahead of your completed application, notify the Student Administrative Services office; we will hold your documents. We will acknowledge receipt of your application. When all the necessary transcript and other relevant materials (as noted above) have arrived, and you have completed your admission interview, we will review your application and notify you immediately when the decision is made.



APPLICANT

Legal Name Last/Family/Sur (Enter name exactly as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (only one) Former last name(s)

Birth Date mm/dd/yyyy Female Male U.S. Social Security Number

Preferred Telephone Home Cell Home Area/Country/City Code Cell Area/Country/City Code

E-mail Address IM Address

Permanent home address Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

If different from above, please give your current mailing address for all admission correspondence. (from mm/dd/yyyy to mm/dd/yyyy)

Current mailing address Number & Street Apartment #

City/Town County or Parish State/Province Country ZIP/Postal Code

CITIZENSHIP

I am a: United States citizen Permanent resident Non-U.S. citizen/non-U.S. permanent resident

If non-U.S. citizen, indicate country of citizenship:

Birthplace (include city/town, state/province, and country):

FUTURE PLANS

Type of enrollment: Freshman Transfer Semester applying for: Fall (year) Spring (year) Summer (year)

Degree sought: Associate degree Bachelor's degree Certificate

FOR TRANSFER STUDENTS ONLY: Have you been enrolled in an HEOP, EOP, or SEEK program? Yes No Enrollment dates:

I am enrolling through University College (UC) for enrollment in college: ENTER COLLEGE CODE Intended program of study ENTER PROGRAM CODE

Do you intend to apply for need-based financial aid? Yes No

DEMOGRAPHICS

OPTIONAL: The following items are optional. No information you provide will be used in a discriminatory manner.

U.S. Armed Forces veteran status:

1. Are you Hispanic/Latino?: Yes, Hispanic or Latino (including Spain) No If yes, describe your background



**Application for PART-TIME UNDERGRADUATE ADMISSION** (continued)

2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more and describe your background.)

- American Indian or Alaska Native (including all Original Peoples of the Americas)  
Are you Enrolled?  Yes  No If yes, please enter Tribal Enrollment Number \_\_\_\_\_
- Asian (including Indian subcontinent and Philippines)  Black or African American (including Africa and Caribbean)
- Native Hawaiian or Other Pacific Islander (Original Peoples)  White (including Middle Eastern)

**EDUCATION**

Have you ever attended Syracuse University, either full time or through University College (part time)?  Yes  No

If so, when? \_\_\_\_\_  
Month Year

**Colleges and Universities:** Are you currently enrolled in college?  Yes  No

Current or most recent college or university attended \_\_\_\_\_

Entry Date \_\_\_\_\_ Exit Date \_\_\_\_\_ School Type:  Public  Independent This is a  2-year  4-year institution  
mm/yyyy mm/yyyy

Address \_\_\_\_\_  
Number & Street

\_\_\_\_\_  
City/Town County or Parish State/Province Country ZIP/Postal Code

Report all college attendance beginning with your first year of college. Include all online and summer coursework.

College/University Name	Location (City/State/Province, ZIP/Postal Code, Country)	Degree Candidate?		Dates Attended (mm/yyyy)	Degree(s) earned
		Yes	No		
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____

**Secondary/High Schools:** List all secondary schools you have attended. Please have an official transcript as soon as possible if you graduated within the past 5 years.

Name of School & CEEB/ACT Code	Location (City/State/Province, ZIP/Postal Code, Country)	Dates Attended (mm/yyyy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Secondary/High School Graduation Date (mm/dd/yyyy) \_\_\_\_\_

If you have not graduated, have you taken a high school equivalency exam?  Yes  No Date taken and passed (mm/dd/yyyy): \_\_\_\_\_

## WRITING

**Personal Essay** This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

**Please provide a statement of 250 – 500 words that addresses your reasons for applying to SU and the objectives you hope to achieve, or select one of the options listed below, and attach it to your application before submission.**

- ① Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- ② Discuss some issue of personal, local, national, or international concern and its importance to you.
- ③ Indicate a person who has had a significant influence on you, and describe that influence.
- ④ Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- ⑤ A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community or an encounter that demonstrated the importance of diversity to you.

## DISCIPLINARY HISTORY

- ① Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.  Yes  No
- ② Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  Yes  No  
[Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]

If you answered “yes” to either or both questions, attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

## ADDITIONAL INFORMATION

**Please attach a separate sheet if you wish to provide details of circumstances or qualifications not reflected in the application.**

**Note: If there are any changes to the information requested in this application, including disciplinary history, applicants are expected to immediately notify the institutions to which they are applying.**

## SIGNATURE

### Required Signature

I certify that all information submitted in the admission process—including the application, the personal essay, any supplements, and any other supporting materials—is my own work, factually true, and honestly presented, and that these documents will become the property of the institutions to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree, should the information I have certified be false.

I acknowledge that I have reviewed the application instructions for this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)