

MARYLHURST UNIVERSITY  
OFFICE OF ADMISSIONS  
17600 Pacific Highway (Hwy. 43)  
P.O. Box 261  
Marylhurst, OR 97036-0261  
503.699.6268; 1.800.634.9982, ext. 6268  
FAX: 503.635.6585  
studentinfo@marylhurst.edu



## APPLICATION FOR UNDERGRADUATE DEGREE PROGRAMS

### GENERAL APPLICATION REQUIREMENTS

All students applying to undergraduate degree and certificate programs at Marylhurst University must submit:

- Completed and signed *Undergraduate Application for Admission* form.
- Non-refundable application fee.
- **Additional documentation as indicated by the applicant's classification.** (See below.)
- Full-time, on-campus students born on or after January 1, 1957, must submit *Verification of Measles Immunization*.

Some departments require additional materials to accept a student to a specialized area of study. To determine department specific requirements, contact the Office of Admissions.

### International Applicants

International applicants are those who plan to study on campus in the United States using the F-1 Non-immigrant Student Visa. Marylhurst University welcomes international applicants with appropriate academic background, which includes English language fluency in listening, speaking, reading, and writing. International applicants need to fill out the *International Undergraduate Application for Admission* and meet additional requirements. **Please contact the International Admission Specialist at 503.699.6268 for information and assistance.**

### MINIMUM GPA REQUIREMENTS

Applicants with fewer than 20 transferable college credits are asked to submit official high school transcripts, which must show a minimum cumulative GPA of 2.50 on a 4.00 scale, or a GED score of 50. Applicants with previous college credit must submit official transcripts with a minimum cumulative GPA of 2.00 on a 4.00 scale. Applicants who do not meet minimum requirements will be considered on a case-by-case basis.

### APPLICATION DEADLINES AND POLICIES

Applications are accepted year round, with four enrollment start times annually. Applications not completed by the last add/drop date of the term for which you are applying will be withdrawn. If you have trouble with any application requirements, please contact the Office of Admissions.

### APPLICANT CLASSIFICATIONS AND ADDITIONAL REQUIREMENTS

#### High School Applicants

High School Applicants are currently enrolled in high school or have graduated within the last three years but have not yet completed any college credits. High School Applicants must submit:

- Letter of Recommendation from an academic reference.
- Official high school transcripts, even if graduation is not yet confirmed.
- Statement of Intent outlining academic goals.
- Participation in an interview with the Admissions Committee
- Final transcripts should be submitted after graduation.

All High School Applicants participate in an interview with the Admissions Committee.

#### First-Year Applicants

First-Year Applicants have completed high school, or the equivalent, more than three years prior to application; or have completed fewer than 20 transferable college credits. First-Year Applicants must submit:

- Verification of high school completion or equivalency.
- Sealed, official transcripts from any college or university attended previously.
- Statement of Intent outlining academic goals.
- Participation in an interview with the Admissions Committee

All First-Year Applicants participate in an interview with the Admissions Committee.

## **Transfer Student Applicants**

Transfer Students are those who have completed 20 or more transferable college credits. Transfer Applicants must submit:

- Sealed, official transcripts from all colleges/universities attended.
- Statement of Intent outlining academic goals.
- Verification of high school completion or equivalency (waived for students who have 45 transferable credits).

## **Second Degree-seeking Students**

Second Degree-seeking Students are those applicants who already hold an undergraduate degree from a regionally accredited institution. Second Degree-seeking Applicants must submit:

- Sealed, official transcripts from the degree-granting college or university reflecting degree confirmation date.
- Sealed, official transcripts from any other college or university for which a student may have applicable transfer credit to apply to a second degree at Marylhurst University.

Second Degree-seeking Students who wish to be considered for scholarships at Marylhurst University should also submit a Statement of Intent.

**Please send all materials to:** Marylhurst University  
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17600 Pacific Highway (Hwy. 43)  
P.O. Box 261  
Marylhurst, OR 97036-0261

**Direct questions to:** 503.699.6268 or 800.634.9982, ext. 6268

## **ADDITIONAL INFORMATION**

### **FINANCIAL AID AND SCHOLARSHIP INFORMATION**

Financial aid is available for degree-seeking students who qualify. Contact the Office of Financial Aid for more information at 503.699.6253 or email [finaid@marylhurst.edu](mailto:finaid@marylhurst.edu). For maximum financial aid and scholarship eligibility, be sure to apply for admissions and file your FAFSA early.

### **ACADEMIC ACCOMMODATIONS**

If you have a specific disability that qualifies you for academic adjustments and/or auxiliary aids, please contact the Office of Admissions to learn more about available support services.

### **HOUSING**

Student housing is not available at Marylhurst University. For information about housing options, please contact the Office of Admissions.

### **TAKING COURSES AS A NON-DEGREE STUDENT**

Students who wish to take undergraduate classes but do not plan to complete a degree or certificate program at Marylhurst University may complete the *Application for Non-degree Enrollment Status*. No additional application materials are required and there is no fee for this application. Financial Aid is not available for non-degree students. Students must meet the stated prerequisites for coursework prior to enrollment. Coursework taken for credit as a non-degree student may apply towards a Marylhurst University degree, subject to review by the academic program advisor.

### **EQUAL OPPORTUNITY**

Marylhurst University, in its educational policies and procedures, provides equal opportunity for all its students without regard to race, color, national or ethnic origin, religion, sex, age, or disability.



# UNDERGRADUATE APPLICATION FOR ADMISSION

Please include a \$40 application fee.  Check/money order (enclosed)  Major credit card (see below)

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_ Name \_\_\_\_\_

## BIOGRAPHICAL INFORMATION *(please print or type)*

1. Legal Name \_\_\_\_\_  
Last First Middle Maiden Name

Preferred Name \_\_\_\_\_

2. Please list **all other names** that may appear on transcripts \_\_\_\_\_

3. Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  Home  Work  Cell Phone \_\_\_\_\_  Home  Work  Cell

Email \_\_\_\_\_ Country \_\_\_\_\_

4. SSN \_\_\_\_\_ (Required for federal reporting.) Date of Birth \_\_\_\_\_ Sex  F  M

5. Employer \_\_\_\_\_

6. Have you attended Marylhurst previously?  No  Yes Under what name? \_\_\_\_\_

7. Residence Status (choose one)

Non-resident Alien (F, B, H, J, L, or M visa): Country of Citizenship \_\_\_\_\_ (skip to question 9)

U.S. Citizen, Permanent Resident, or Refugee *(Complete Question 8 below.)*

8. Race/Ethnicity Status *(Required for federal reporting and may be used in financial aid scholarship consideration.)*

Are you Hispanic/Latino?  Yes  No

Race (Choose one or more.):  White  
 Black/African American  
 Asian  
 American Indian/Alaska Native  
 Native Hawaiian/Pacific Islander

9. Military Service

Are you a Veteran?  Yes  No

Are you a dependent of a Veteran?  Yes  No

10. How did you hear about Marylhurst University?  
\_\_\_\_\_  
\_\_\_\_\_

11. Did a current Marylhurst student or graduate recommend you apply? If yes, we would like to thank them. Would you please provide their contact name and mailing address?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATIONAL PLANS

12. I plan to start classes in  Fall  Winter  Spring  Summer of \_\_\_\_\_(year)

*Students are permitted a maximum of seven years from the date of admission to complete a degree program.*

13. I plan to attend  Full time (12 or more credits per term)  Part time (6-11 credits)  Less than half time

*NOTE: Full-time, on-campus students born on or after January 1, 1957, must submit verification of measles immunization.*

## EDUCATIONAL BACKGROUND

14. Please check the last year of school completed. High School:  9  10  11  12 College:  1  2  3  4 Graduate:  1  2

15. Name of High School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_ or Year of GED receipt: \_\_\_\_\_

16. High School Location: City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

17. PRIOR COLLEGE EXPERIENCE: Official transcripts sealed by the issuing institution are required from each college or university attended. The application process is not complete until all transcripts are received.

Institution Name	City/State	Dates of Attendance	Hours of Credit	Degree
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____

18. I am applying for the:

### BACHELOR OF ARTS (B.A.) degree in

- Undecided
- Anthropology
- Art
- Communication - Human Communication concentration
- Communication - Training & Development concentration
- Cultural & Historical Studies
- English Literature & Writing - Creative Writing concentration
- English Literature & Writing - Literature concentration
- English Literature & Writing - Rhetoric & Teaching concentration
- Human Studies
- Interdisciplinary Studies - Media & Film Studies concentration
- Interdisciplinary Studies - Preparatory Art Therapy concentration
- Interdisciplinary Studies - Self-Designed concentration
- Organizational Communication - Organizational Leadership concentration
- Organizational Communication - Public Relations & Integrated Marketing concentration
- Psychology
- Religious Studies
- Science - Environmental Science concentration
- Science - General Science concentration
- Sociology

### BACHELOR OF SCIENCE (B.S.) degree in

- Business & Leadership

### BACHELOR OF FINE ARTS (B.F.A.) degree in

- Art - Painting concentration
- Art - Photography concentration
- Art - Sculpture concentration
- \*Interior Design

### MUSIC DEGREE PROGRAM in

- \*Music Therapy (B.M.T.)
- \*Music (B.A.)
- \*Music - Composition (B.Mus.)
- \*Music - Performance (B.Mus.)
  - Guitar Performance  Guitar Pedagogy
  - Piano Performance  Piano Pedagogy
  - Voice Performance  Voice Pedagogy
  - Jazz Performance

*\*Selective Admissions Program - Program requires a supplemental application and additional materials, and may include an interview, portfolio, and/or audition.*

### CERTIFICATE PROGRAM in

- Business - Business & Management
- Business - Human Resources
- Human Sciences - Gerontology
- Music or Religious Studies - Sacred Music
- Religious Studies - Pastoral Care
- Communication - Conflict Resolution & Mediation
- Communication - Public Relations
- Communication - Training & Development
  - Communication certificates only, please choose:*
  - Credit or  CEUs (Continuing Education Units)

## SIGNATURE REQUIREMENT

My signature below indicates that all the information contained in my application for admission is correct, complete and honestly presented.

Signature

Date

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Web site: [www.marylhurst.edu](http://www.marylhurst.edu)



## INSTRUCTIONS FOR WRITING THE STATEMENT OF INTENT

The Admissions Committee would like to get to know you and understand your goals as a student and potential member of the Marylhurst community. We ask that applicants submit a Letter of Intent that will help us become acquainted with you in ways different from courses, grades, test scores, and other objective data.

### WHAT IS A LETTER OF INTENT?

A Letter of Intent is a brief essay (no more than 1 page) in which you introduce yourself and share information about your academic goals and experiences. This is not a formal academic or research essay, but it should be proofread for errors and grammar to ensure readability. This letter may be used as part of the scholarship consideration process at Marylhurst University.

### INSTRUCTIONS:

1. Include your full name and address in the top left hand corner of your first page so that we can match your letter with your application should the documents arrive at different times.
2. Type your letter in at least 12 point type.
3. Limit your letter to one page.

In your letter to the Admissions Committee, please address the following questions:

1. Why have you chosen your course of study? If undecided, please comment on your area(s) of interest.
2. Why have you chosen Marylhurst University?
3. How does this degree fit into your past/current life experiences and future goals?

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## CERTIFICATE OF IMMUNIZATION

**Required for entering full-time, on-campus students born after December 31, 1956.** Please see the Marylhurst University Immunization Policy on reverse for further information about this policy. Dates of immunization accompanied by the student signature will be accepted as evidence.

Full Name (Last, First, Middle) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID or Social Security # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### VACCINE HISTORY (check one only)

\_\_\_\_ I have had two doses of measles vaccine at least 30 days apart. The first dose was at or after the age of 12 months.

First Dose Date \_\_\_\_\_ Second Dose Date \_\_\_\_\_

\_\_\_\_ I have had two doses of measles vaccine, but do not know the date of the first immunization. I had my second measles immunization on or after December 1989.

Second Dose Date \_\_\_\_\_

\_\_\_\_ I am exempt from the measles vaccination requirement because (check one):

\_\_\_\_ I was born before January 1, 1957.

\_\_\_\_ I plan to take less than 12 credits per term, or to take online coursework

\_\_\_\_ A measles (rubeola) titer report is attached, indicating I am immune to measles.

\_\_\_\_ A signed physician statement is attached, indicating I had the measles (rubeola) and the date of the infection.

\_\_\_\_ A signed physician statement is attached verifying I have a medical reason for not receiving the immunization.

\_\_\_\_ My religious beliefs prohibit my use of the immunization.

**I certify that the above information is true and complete to the best of my knowledge.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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## MARYLHURST UNIVERSITY IMMUNIZATION POLICY

In order to comply with Oregon law regarding a second measles vaccination for college students, Marylhurst University has developed the following policy:

Every full-time, on-campus\* student at Marylhurst University who was born on or after January 1, 1957, must provide the school with evidence of having received two doses of measles vaccine on or after his/her first birthday with a minimum of 30 days between doses. If month and year of first vaccine are not available, documentation of the second dose after December 1, 1989, must be provided. The dates must be accompanied by the student's signature.

\* Full-time students are defined as students taking 12 or more quarter credits at the undergraduate level or 9 or more quarter credits at the graduate level as defined by Federal Financial Aid regulations. On-campus students are those taking a minimum of 50% of these credits in an on-campus, face-to-face format. Full-time status is determined based on student-reported intentions at the time of application for admission. Non-degree-seeking students are not eligible for financial aid and are not expected to take a full-time course load.

Exceptions to this policy:

1. Student provides documentation of adequate measles (rubeola) titer.
2. Student provides documentation of having had the disease. This must be signed by a physician, nurse practitioner, physician assistant, or registered nurse working under the direction of an M.D. or D.O.
3. Student provides physician documentation of a medical condition which prevents individual from using vaccine.
4. Religious beliefs of student prohibit immunization.

This policy was created and put into effect beginning September 1, 2000. It was updated to provide an additional exception for part-time and online students on May 1, 2007. All students entering on or after this date who do not meet one of the above exceptions must provide evidence of immunization in order to be allowed to register for classes.

### PROCEDURE:

Marylhurst University will use the following procedure to assure compliance:

1. Each entering student will be required to present documentation of immunization or legitimate exemption to the Office of Admissions prior to registration. This documentation is to be signed by the student.
2. Students who are required to provide proof of vaccination against measles who do not submit a written documentation of immunization or documentation of exemption statement will be not be admitted to the University until they are in compliance.