Undergraduate Application for Admission – Certificate Programs

GENERAL APPLICATION REQUIREMENTS

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

- Submit a completed and signed Undergraduate Certificate Application for Admission.
- Pay the non-refundable undergraduate application fee of $20.
- Submit official high school or GED transcripts.* Marylhurst prefers a minimum high school GPA of 2.50 or average GED score of 500. Please note, to be official, transcripts must arrive in a sealed and stamped envelope issued by the originating institution. Faxed transcripts or opened transcripts are not considered official. Applicants who are currently enrolled in high school at the time of application must submit final, official transcripts by August 1.
- NOTE: Transfer applicants with 45 or more completed quarter units or 30 completed semester units do NOT need to submit official high school or GED transcripts.
- Submit sealed, official transcripts from all colleges and universities attended, if you have attended a college or university. Marylhurst prefers a minimum GPA of 2.25 on all college and university transcripts with successful academic progress.
- Complete a Statement of Intent.
- Provide a Letter of Recommendation from an academic reference if you are currently enrolled in high school, or are a transfer applicant with fewer than 20 transferable college credits who graduated from high school less than 3 years ago.
- Participate in an interview with the Admissions Committee if you are currently enrolled in high school or are a transfer with fewer than 20 transferable college credits.
- Applicants born on or after January 1, 1957, planning to take 12 or more credits on campus per term must complete the Marylhurst University Certificate of Immunization form.
- Applicants whose native language is not English must provide proof of English proficiency.

INTERNATIONAL APPLICANTS

International applicants are those who plan to study on campus in the U.S. 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 Counselor at 503.699.6268 for information and assistance.

APPLICATION DEADLINES AND POLICIES

Applications are accepted year round, with four enrollment start times annually. Applicants are encouraged to apply the term prior to the anticipated term of enrollment. Applications not completed by the last add/drop date of the term for which you are applying will be canceled.

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

Direct questions to: Office of Admissions, 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. **However, some certificate degrees are ineligible for aid.** Contact the Office of Financial Aid for more information at 503.699.6253 or email 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 on housing options in the area, 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.

PASTORAL CARE CERTIFICATE
The Pastoral Care Certificate requires two supplemental requirements for admission:
- Submit a brief, written autobiography.
- All final candidates will be asked for a personal interview with members of the Religious Studies faculty.
Undergraduate Application for Admission – Certificate Programs

Please include $20 application fee ($50 for international students) by ☐ check/money order (enclosed) ☐ major credit card (below)

Credit Card Number ___________________________ Expiration Date ___________________________ Name on Card ___________________________

BIOGRAPHICAL INFORMATION (please print or type)

1. Legal Name: ___________________________ ___________________________ ___________________________ ___________________________

   Last First Middle Maiden Name

2. Please list all other names that may appear on transcripts: _________________________________________________________________

3. Address ___________________________ ___________________________ ___________________________ ___________________________

   Street City State Zip Code

   Phone: ___________________________ ☐ Home ☐ Work ☐ Cell

   Phone: ___________________________ ☐ Home ☐ Work ☐ Cell

   Email ___________________________ Country: ___________________________

4. SSN: ___________________________ (Required for federal reporting) Date of Birth: ___________________________ Sex: ☐ Female ☐ Male

5. Employer: ___________________________ Type of Business: ___________________________

6. Have you previously attended Marylhurst? ☐ No ☐ Yes Under what name? ___________________________

7. Residence Status (choose one):
   ☐ US Citizen
   ☐ Non-US Citizen Country of Citizenship ___________________________
   ☐ US Permanent Resident

8. Race/Ethnicity Status
   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. Is English your first language? ☐ Yes ☐ No

10. Military Service
    Are you a Veteran? ☐ Yes ☐ No
    Are you a dependent of a Veteran? ☐ Yes ☐ No

11. How did you hear about Marylhurst University? _________________________________________________________________

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) ☐ Half time (6-11 credits) ☐ Less than half time (5 credits or less)

    Full-time, on-campus students born on or after January 1, 1957 must submit verification of Measles immunization.

10/2011
### 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. The application process is not complete until all transcripts are received.

<table>
<thead>
<tr>
<th>Institution Name, City/State</th>
<th>Dates of Attendance</th>
<th>Hours of Credit</th>
<th>Degree (if any)</th>
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18. I am applying for the:

**CERTIFICATE PROGRAM IN:**
- □ Business – Business & Management
- □ Business – Human Resources
- □ Social Sciences – Gerontology
- □ Religious Studies – Pastoral Care

**Communications Certificates ONLY:**
Choose a credit option:
- □ Undergraduate Credit
- □ Continuing Education Units (CEUs)

- □ Communications – Conflict Resolution & Mediation
- □ Communications – Public Relations
- □ Communications – Training & Development

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

__________________________  _________________________
Signature                      Date
Certificate of Immunization

This documentation is required for entering full-time, on-campus students. Please see the Marylhurst University Immunization Policy for further information about this policy. Dates of immunization accompanied by the student signature will be accepted as evidence.

Name: ____________________________ ____________________________ ____________________________ ____________________________

Address: ____________________________ ____________________________ ____________________________ ____________________________

Phone: ____________________________ ☐ Home ☐ Work ☐ Cell Student ID or Social Security # ____________________________

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 (rubella) titer report is attached, indicating I am immune to measles.

☐ A signed physician statement is attached, indicating I had the measles (rubella) 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

SIGNATURE REQUIREMENT

I certify that the above information is true and complete by the best of my knowledge

__________________________
Signature

__________________________
Date

10/2011
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 (rubella) 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.
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 Statement 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 Statement of Intent?
A Statement 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 paper, but it should be proofread for errors and grammar to ensure readability. This essay may be used as part of the scholarship consideration process at Marylhurst University.

Instructions:
- Include your full name and address in the top left hand corner of your first page so that we can match your essay with your application should the documents arrive at different times.
- Type your essay using 12 pt. font.
- Limit your essay to one page.

In your essay for the Admissions Committee, please address the following questions:
- Why have you chosen your course of study? If undecided, please comment on your area(s) of interest.
- Why have you chosen Marylhurst University?
- How does this degree fit into your past/current life experiences and future goals?

How to submit your Statement of Intent:
- Email to admissions@marylhurst.edu or directly to your admissions counselor (.doc and .pdf attachments)
- Fax to 503.699.6320
- Mail a paper copy to:
  Office of Admissions
  Marylhurst University
  17600 Pacific Hwy. (Hwy. 43)
  P.O. Box 261
  Marylhurst, OR 97036