



# Pine Manor College

Pine Manor College Office of Admissions

400 Heath Street | Chestnut Hill, MA 02467

tel: 800-76271357 or 617-731-7104 | fax: 617-731-7102

www.pmc.edu | admissions@pmc.edu

## Application for Admission

### APPLICATION PROCESS

Students may apply for the fall or spring semester on a full-time or part-time basis. Applications are reviewed and admission decisions are made throughout the year once all required credentials have been submitted.

Each candidate for admission is assessed individually. Qualities such as seriousness of purpose, leadership, social responsibility, motivation, breadth and depth of interests, academic achievement, life experience and extra-curricular activities are considered in the admissions process.

The Admissions Committee will give particular attention to your personal essay, teacher and guidance counselor recommendations and evidence of involvement in community and co-curricular activities.

You may submit this paper application or apply online at [www.pmc.edu](http://www.pmc.edu).

All prospective students are encouraged to visit Pine Manor's campus for a personal interview as information shared during this time is helpful in the admissions process. To schedule a visit, call 800-PMC-1357.

### APPLICATION INSTRUCTIONS

#### The following information is required of all applicants:

- ❑ A completed application for admission accompanied by a \$25.00 non-refundable application fee.
- ❑ A personal essay.

#### Additional Instructions for First-Year Applicants

Candidates for first-year admission are urged to apply as soon as possible in the year preceding college entrance and are asked to submit the following additional credentials:

- ❑ An official secondary school transcript submitted directly by your high school guidance office. Official results of the G.E.D. are also acceptable in lieu of the secondary school transcript.
- ❑ A letter or recommendation from a guidance counselor or teacher.
- ❑ Results of either the SAT I or the ACT.

In addition, the Admissions Committee may require applicants to submit a supplementary report of senior grades, interview with a member of the Admissions staff, sit for placement testing and/or provide additional materials that will attest to their readiness for college.

Offers of admission are conditional upon successful completion of secondary school work. A final transcript indicating date of graduation is required of all entering students.

#### Additional Instructions for Transfer Applicants

Candidates for admission who have attempted at least 13 credits of college coursework at another institution of higher education should submit the following additional credentials:

- ❑ An official transcript of academic work at previous college(s) received in an envelope sealed by the sending institution and a copy of college catalog(s) with course descriptions for transfer credit evaluation.
- ❑ An official secondary school transcript or G.E.D. diploma and results of either the SAT I or the ACT if less than 24 credits have been earned at previous college(s).
- ❑ One recommendation letter from a college faculty member.

#### Additional Instructions for International Student Applicants

- ❑ An original or certified copy of secondary school records, translated into English.
- ❑ **Two** letters of recommendation, one from a school counselor or teacher and one from a teacher of English.
- ❑ If your native language is not English, we require results of the TOEFL exam (Test Of English as a Foreign Language).

## IMPORTANT INFORMATION ABOUT YOU

Name \_\_\_\_\_  
First Middle Last/Surname Preferred Name

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
month / day / year

Country of Birth \_\_\_\_\_

Status of Citizenship  I am a U.S. Citizen  I am U.S. Permanent Resident and my Alien ID # is: \_\_\_\_\_

I am not a U.S. Citizen. My country of citizenship is: \_\_\_\_\_

If you currently hold a U.S. Visa, please indicate visa type: \_\_\_\_\_ Admission Number: \_\_\_\_\_

Native Language \_\_\_\_\_ Second Language \_\_\_\_\_

Check the one category with which you most identify: (This question is optional. You may choose not to answer.)

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Asian or Asian American | <input type="checkbox"/> Haitian                          | <input type="checkbox"/> Native American or Native Alaskan   | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> Black/Non-Hispanic      | <input type="checkbox"/> Hispanic                         | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> White        |
| <input type="checkbox"/> Cape Verdean            | <input type="checkbox"/> Latina                           |  |                                       |
| <input type="checkbox"/> Chicana                 | <input type="checkbox"/> Other(s) - Please specify: _____ |  |                                       |

## CONTACT INFORMATION

Please Print Clearly

Email Address \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State / Providence \_\_\_\_\_ Zip / Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone ( ) \_\_\_\_\_

This address is valid from \_\_\_\_\_ to \_\_\_\_\_  
mo / day / yr mo / day / yr

Permanent Home Address (if different from current address) \_\_\_\_\_

City \_\_\_\_\_ State / Providence \_\_\_\_\_ Zip / Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

If different from your own: Home Address \_\_\_\_\_  
If different from your own: Home Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mother's Occupation \_\_\_\_\_ Father's Occupation \_\_\_\_\_

Employed by \_\_\_\_\_ Employed by \_\_\_\_\_

With whom do you live? \_\_\_\_\_ Relationship to you if not a parent \_\_\_\_\_

Name and address of legal guardian if other than parent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATIONAL AND ENTRANCE INFORMATION

I plan to enter PMC:  Fall /  Spring 20\_\_\_\_\_

I plan to enter as a:  First-year student  Transfer student with at least 13 college credits

I will apply for Financial Aid:  Yes  No

I plan to live:  On campus  Off campus

Month / year you graduated or will graduate from high school, or received your G.E.D. \_\_\_\_\_  
 Check here if G.E.D.

High School Name \_\_\_\_\_

City / State \_\_\_\_\_

High School Counselor \_\_\_\_\_ Telephone \_\_\_\_\_

Independent Counselor (if any) \_\_\_\_\_ Telephone \_\_\_\_\_

Please list all post-secondary (after high school) institutions you have attended.

| Name of School/College | City/State | Dates Attended |
|------------------------|------------|----------------|
|                        |            |                |
|                        |            |                |

Have any family members or friends attended Pine Manor College?  Yes  No

If yes, please indicate their names, years of graduation and relationship to you: \_\_\_\_\_

To what other colleges or universities are you applying? \_\_\_\_\_

To better serve you, do you have special circumstances about which you would like us to know? Use additional paper if necessary.

## PERSONAL AND CO-CURRICULAR ACTIVITIES

Please list your activities, community services and athletic participation in your school and community, with years of participation, positions, responsibilities, titles/honors and leadership roles. (C = college)

| Activity | 9 | 10 | 11 | 12 | C | Positions held, contributions, honors |
|----------|---|----|----|----|---|---------------------------------------|
|          |   |    |    |    |   |                                       |
|          |   |    |    |    |   |                                       |
|          |   |    |    |    |   |                                       |
|          |   |    |    |    |   |                                       |
|          |   |    |    |    |   |                                       |
|          |   |    |    |    |   |                                       |

*Attach and extra sheet of paper if necessary*

*continued on next page*

## ACADEMIC PROGRAMS

Please select up to 5 areas of interest from the following list. (Rank them 1 to 5.)

Please check here if you are unsure of the area you wish to study at this time.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accounting                                  | <input type="checkbox"/> Elementary Education                   | <input type="checkbox"/> Marine Biology               |
| <input type="checkbox"/> Advertising and Public Relations            | <input type="checkbox"/> English                                | <input type="checkbox"/> Marketing                    |
| <input type="checkbox"/> Allied Health                               | <input type="checkbox"/> English Education (Secondary)          | <input type="checkbox"/> Music                        |
| <input type="checkbox"/> American Political Systems                  | <input type="checkbox"/> Entrepreneurship                       | <input type="checkbox"/> Painting                     |
| <input type="checkbox"/> Art History                                 | <input type="checkbox"/> Environmental Studies                  | <input type="checkbox"/> Photography                  |
| <input type="checkbox"/> Biology                                     | <input type="checkbox"/> Finance                                | <input type="checkbox"/> Political Science            |
| <input type="checkbox"/> Biology Education (Secondary)               | <input type="checkbox"/> French                                 | <input type="checkbox"/> Pre-Dental                   |
| <input type="checkbox"/> Biopsychology                               | <input type="checkbox"/> Global Studies                         | <input type="checkbox"/> Pre-Law                      |
| <input type="checkbox"/> Business Administration                     | <input type="checkbox"/> Graphic Design                         | <input type="checkbox"/> Pre-Medical                  |
| <input type="checkbox"/> Child Development                           | <input type="checkbox"/> History                                | <input type="checkbox"/> Pre-Veterinary               |
| <input type="checkbox"/> Communication                               | <input type="checkbox"/> History and Culture                    | <input type="checkbox"/> Psychology                   |
| <input type="checkbox"/> Community Healthcare Outreach               | <input type="checkbox"/> History of Race / Ethnicity            | <input type="checkbox"/> Social and Political Systems |
| <input type="checkbox"/> Community Systems                           | <input type="checkbox"/> Human Resources Management             | <input type="checkbox"/> Sociology                    |
| <input type="checkbox"/> Creative Writing                            | <input type="checkbox"/> Human Services                         | <input type="checkbox"/> Sports Management            |
| <input type="checkbox"/> Criminal Justice                            | <input type="checkbox"/> Industrial / Organizational Psychology | <input type="checkbox"/> Studio Arts                  |
| <input type="checkbox"/> Cultural History                            | <input type="checkbox"/> International Business                 | <input type="checkbox"/> Teacher Licensure            |
| <input type="checkbox"/> Dance                                       | <input type="checkbox"/> International Systems                  | <input type="checkbox"/> The School-Aged Child        |
| <input type="checkbox"/> Design                                      | <input type="checkbox"/> Journalism                             | <input type="checkbox"/> Theatre Arts                 |
| <input type="checkbox"/> Drama                                       | <input type="checkbox"/> Law and Criminal Justice               | <input type="checkbox"/> Visual Arts                  |
| <input type="checkbox"/> Early Childhood Education                   | <input type="checkbox"/> Liberal Studies                        | <input type="checkbox"/> Visual Arts Education (5-12) |
| <input type="checkbox"/> Electronic Media Programming and Production | <input type="checkbox"/> Literature                             | <input type="checkbox"/> Women's Studies              |
|  | <input type="checkbox"/> Management                             |   |

## PERSONAL ESSAY

Please respond to at least one of the topics below. We are interested in learning more about you and your writing style. Essays must be legible and may be handwritten or typed. Use a separate piece of paper for your response.

**Please submit a 300-500 word essay on one of the following:**

1. Based on personal and educational experiences you have had so far, what situations, environments or approaches help you do your best learning?
2. Describe the goals (personal, academic and/or career-related) you would like to achieve over the next four years.
3. If you could design a college whose central mission would help you achieve your goals, what would that college be like?

OR

**Describe yourself. You may use any technique you wish (for example: a portfolio, pictures, poetry, video or audiotape) accompanied by a 200-300 word essay.**

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I certify that all information submitted by me in this application is my own work, and is complete and accurate to the best of my knowledge.  
I understand that any misrepresentation or omission of facts in my application justifies a denial or cancellation of admission.

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

Pine Manor College is committed to creating a diverse community of people who can live and work in an atmosphere of mutual respect and appreciation for the rights of each individual, regardless of differences. The College admits students without regard to their race, color, religion or creed, national or ethnic origin, age, handicap, veteran's status, sexual orientation or marital status. The College does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, age, handicap, veteran's status, sex, sexual orientation or marital status in the administration of its educational policies, athletic and other programs or employment practices and programs.