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.

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 617-731-7011.

The following information is required of all applicants:

- A completed application for admission.
- A personal essay.
- $25 Application Fee.

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.)

☐ Asian or Asian American        ☐ Haitian          ☐ Native American or Native Alaskan       ☐ Puerto Rican
☐ Black/Non-Hispanic            ☐ Hispanic         ☐ Native Hawaiian or Pacific Islander       ☐ White
☐ Cape Verdean                  ☐ Latina           ☐ Other(s) - Please specify: __________________________
☐ Chicana

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

H 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)

<table>
<thead>
<tr>
<th>Activity</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>C</th>
<th>Positions held, contributions, honors</th>
</tr>
</thead>
</table>

Attach extra sheet of paper if necessary

continued on next page
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.

__Accounting__  __Advertising and Public Relations__  __Allied Health__  __American Political Systems__  __Art History__  __Biology__  __Biology Education (Secondary)__  __Biopsychology__  __Business Administration__  __Child Development__  __Communication__  __Community Healthcare Outreach__  __Community Systems__  __Creative Writing__  __Criminal Justice__  __Cultural History__  __Dance__  __Design__  __Drama__  __Early Childhood Education__  __Electronic Media Programming and Production__  __Elementary Education__  __English__  __English Education (Secondary)__  __Entrepreneurship__  __Environmental Studies__  __Finance__  __French__  __Global Studies__  __Graphic Design__  __History__  __History and Culture__  __History of Race / Ethnicity__  __Human Resources Management__  __Human Services__  __Industrial / Organizational Psychology__  __International Business__  __International Systems__  __Journalism__  __Law and Criminal Justice__  __Liberal Studies__  __Literature__  __Management__  __Marine Biology__  __Marketing__  __Music__  __Painting__  __Photography__  __Political Science__  __Pre-Dental__  __Pre-Law__  __Pre-Medical__  __Pre-Veterinary__  __Psychology__  __Social and Political Systems__  __Sociology__  __Sports Management__  __Studio Arts__  __Teacher Licensure__  __The School-Aged Child__  __Theatre Arts__  __Visual Arts__  __Visual Arts Education (5-12)__  __Women's Studies__

**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.

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.

12/05