

STEVENSON
UNIVERSITY

Imagine your future. Design your career.®

Stevenson University
Admissions Office

100 Campus Circle, Garrison Hall
Owings Mills, Maryland 21117

Phone: 410.486.7001
Toll Free: 1.877.468.6852
Fax: 443.352.4440
email: admissions@stevenson.edu

Apply online and schedule a visit at
<stevenson.edu/admissions>

Stevenson University

Undergraduate Application for
Freshman and Transfer Students

APPLICATION GUIDELINES

Stevenson University welcomes capable students who want to succeed and who are willing to work hard to achieve their goals. Students are selected on the basis of educational preparation, intellectual promise, and personal character.

FRESHMAN APPLICATION REQUIREMENTS

PRIORITY DEADLINES

The SU Admissions Office reviews applications on a rolling basis throughout the year. However, the University strongly recommends that students follow the priority deadlines listed below. Applications received after the priority deadlines will be considered on a space-available basis.

FALL SEMESTER

February 1

- University Honors Program application
- Scholarship Consideration (no separate application)

February 15

- Free Application for Federal Student Aid (FAFSA)

March 1

- Freshman application materials

SPRING SEMESTER

October 1

- Freshman application materials

October 15

- Free Application for Federal Student Aid (FAFSA)

REQUIRED INFORMATION

- Undergraduate Application
- \$40 non-refundable processing fee
Send check or money order payable to Stevenson University. Apply online at <stevenson.edu/admissions> and the application fee is waived.
- High School Transcript
Submit an official copy of your current high school transcript, including a list of senior year courses in progress. It is beneficial for transcripts to include first quarter/

semester grades. A Secondary School Report and Transcript Request Form is included in this packet.

Students possessing a GED must submit proof of GED earned and an official high school transcript detailing coursework completed.

Official SAT or ACT Scores

You are encouraged to submit official score reports from the testing agency, however, scores included on the high school transcript are also acceptable.

If you are taking the ACT, we recommend that you complete the essay portion.

SAT subject tests are not required.

THE SU TEST CODES ARE:

SAT: 5856 ACT: 1753

Essay

Provide a 500-word response for one of the two topics listed in this application. Provide a 100-word answer to the short response question listed.

Letters of Recommendation

Submit at least one recommendation from a teacher and/or counselor. Please use the recommendation form available for download on our website.

Permanent Residents

Applicants who currently hold a Permanent Resident card must submit photocopies of the front and back of the card.

College Transcript(s), if applicable

OPTIONAL INFORMATION

Extracurricular Activities and Honors

We recommend that you submit a resume detailing your extracurricular involvements and/or awards or honors you have received.

Interview

An admission interview is available upon request. Please call Admissions to schedule an appointment.

HIGH SCHOOL PREPARATION

SU expects you to have completed a strong college preparatory program. Considerable emphasis is placed upon the rigor of your course load and on

participation in accelerated, honors, Advanced Placement, or International Baccalaureate courses.

The minimum program of study should include:

- ENGLISH: 4 credits
- MATHEMATICS: 3 credits (Must include at least Algebra I, Algebra II, and Geometry)
- SCIENCE: 3 credits (Must include at least two lab sciences - Biology and Chemistry preferred)
- HISTORY/SOCIAL SCIENCE: 3 credits
- FOREIGN LANGUAGE: 2 credits
- ACADEMIC ELECTIVES: 2 credits

FRESHMAN CHECKLIST

- Application
- \$40 Application Fee
- Official High School Transcript
- Official SAT or ACT Scores
- Essay
- Letter(s) of Recommendation

OPTIONAL

- Extracurricular Activities Resume
- Interview

UNIVERSITY HONORS PROGRAM

Students wishing to be considered for admission to the University Honors Program must submit the University Honors Program application and essay by February 1. The application and instructions for completing the essay are enclosed in this application. The honors application may be submitted following, or along with, the regular application for undergraduate admission. See the Honors Program application in this packet or <stevenson.edu/honors> for more information.

TRANSFER APPLICATION REQUIREMENTS

PRIORITY DEADLINES

Stevenson's Admissions Office reviews applications on a rolling basis throughout the year. However, the University strongly recommends that students follow the priority deadlines listed below. Applications received after the priority deadlines will be considered on a space-available basis.

FALL SEMESTER

May 1

- Transfer application materials
- Scholarship consideration (no separate application)

SPRING SEMESTER

November 1

- Transfer application materials
- Scholarship consideration (no separate application)

REQUIRED INFORMATION

- Undergraduate Application
- \$40 non-refundable processing fee
Send check or money order payable to Stevenson University. Apply online or submit proof of Phi Theta Kappa or other college honors program or society membership and the application fee is waived.
- College Transcript(s)
Submit official college transcript(s) from each college or university previously attended. Official transcripts from students who have completed coursework outside the United States must be evaluated by either World Education Services (www.wes.org) or American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). A final transcript must be sent upon completion of any coursework in progress.
- High School Transcript or GED
If you have fewer than 30 college-level credits earned, submit your official high school or GED transcript.
- Permanent Residents
Applicants who currently hold a Permanent Resident card must submit photocopies of the front and back of the card.

TRANSFER CHECKLIST

- Application
- \$40 Application Fee
- Official College Transcript
- Official High School Transcript or GED (if less than 30 college-level credits earned)

OPTIONAL

- Personal Statement
- Interview
- Proof of PTK or other college honors program or society

OPTIONAL INFORMATION

- Personal Statement
Compose a brief essay discussing academic history and career goals.
- Interview
An admission interview is available upon request. Please call Admissions to schedule an appointment.

INTERNATIONAL STUDENTS

In addition to all of the stated admission requirements for freshmen or transfer students, all international students (except U.S. Permanent Residents) must submit the following information by **March 1** for fall admission and **September 1** for spring admission:

- TOEFL or IELTS Scores
International students must demonstrate a satisfactory level of English proficiency. Students whose native or official language is not English must submit an official TOEFL or IELTS score. Please see our website for minimum score requirements. International students who have completed courses equivalent to ENG 151 and ENG 152 at Stevenson University with a grade of "C" or better may be exempt from providing TOEFL scores.
- Transcript Evaluation
All freshman applicants who have (or will have) completed secondary school and all transfer applicants who have attended a post-secondary institution outside the United States must submit official transcripts for evaluation directly to World Education Services

(WES) <wes.org> or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) <aacrao.org>. Students attending U.S.-accredited high schools outside the United States are not required to provide evaluations but must submit official high school transcripts.

INTERNATIONAL STUDENTS CURRENTLY IN THE U.S.

An international student currently attending a high school or college in the United States must submit a copy of his or her I-94, U.S. visa, passport ID page, and current I-20 (if F-1).

- Financial Documentation (required for F-1 students)
A recent official bank statement in English verifying the student's financial resources in U.S. dollars for the entire cost of attendance for one year must be submitted. In addition, the International Declaration of Finances form, which is downloadable from <stevenson.edu/admissions>, is required.

EARLY ENROLLMENT

Advanced high school students who wish to begin their college careers before graduation from high school may apply for Early Enrollment. Early Enrollment is available to high school seniors who want to enroll full time as degree-seeking students.

There are requirements in addition to the regular freshman application requirements that Early Enrollment applicants must meet in order to be admitted. Please visit the "Applying to SU" section on our Undergraduate Admissions website for details.

PARALLEL ENROLLMENT

Stevenson University sponsors a Parallel Enrollment program for academically talented high school students in the local area. The objective of the program is to allow these students to take up to two courses during one or both semesters of their senior year.

Students interested in Parallel Enrollment should consult the "Applying to SU" section of our Undergraduate Admissions website for further information and application materials specific to the Parallel Enrollment program.

FINANCIAL AID

Stevenson University offers financial assistance to qualified students in the form of scholarships, grants, loans, and student employment, as well as a special payment plan. Stevenson prides itself on the variety of scholarships it offers to incoming students. Approximately 90 percent of students receive financial assistance. SU participates in all major federal financial aid programs as well as Maryland state programs.

Students seeking financial aid must complete a Free Application for Federal Student Aid (FAFSA). **SU's school code is 002107.** The FAFSA can be filed after January 1 and before February 15 of the year you wish to start at SU. The federal government encourages students to file the FAFSA online at <www.fafsa.ed.gov>. You may call 1-800-4-FED-AID to request a paper form. Please call the Financial Aid Office at 443.334.3200 if you have questions.

SCHOLARSHIPS

Stevenson University has a generous scholarship program that grants merit-based awards to highly-qualified students. We select scholarship recipients based upon academic achievement, regardless of financial need. Scholarship students are expected to continue striving for excellence while earning their degree.

All applicants are reviewed for merit scholarships provided all admission and scholarship requirements are completed before the following priority deadlines:

Freshman: February 1

**Transfer: May 1 - Fall applicants
November 1 - Spring applicants**

Transfer scholarship awards are based on transcribed grades received on or before the above deadlines.

If you are a member of Phi Theta Kappa or another college honors program or society, please send proof of membership.

Applicants who miss the stated deadlines will be reviewed provided they meet the scholarship criteria and funds remain available. For more information, go to <stevenson.edu/admissions.>

UNDERGRADUATE PROGRAMS

BACHELOR'S DEGREE PROGRAMS

- Accounting
- Applied Math
- Biology
- Biotechnology
- Business Administration
- Business Communication
- Business Information Systems
- Chemistry
- Computer Information Systems
- Criminal Justice
- Early Childhood Education: Liberal Arts and Technology
- Elementary Education: Liberal Arts and Technology
- English Language and Literature
- Fashion Design
- Fashion Merchandising
- Film, Video and Theatre
- Human Services
- Interdisciplinary Studies
- Medical Technology
- Middle School Education: Liberal Arts and Technology
English/Language Arts and Social Studies
- Middle School Education: Math and Science
- Nursing
- Nurse Paralegal (2nd bachelor's only)
- Paralegal Studies
- Psychology
- Public History
- Visual Communication Design

PRE-PROFESSIONAL STUDIES

Students interested in attending professional schools can complete recommended coursework in the following options:

- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary Medicine

ROTC PROGRAM

- Army

CAMPUS VISIT

We encourage our applicants to visit campus to find out what life is like as a Stevenson student.

2011-2012 OPEN HOUSE DATES:

- September 24, 2011
- October 29, 2011
- November 19, 2011
- March 3, 2012
- April 28, 2012

DAILY TOURS AND INFORMATION SESSIONS

Available Monday through Friday and selected Saturdays. See <stevenson.edu/admissions> for exact dates, times, and to RSVP.

ADMISSIONS CONTACT INFORMATION

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Fax: 443.352.4440

email: admissions@stevenson.edu

Web: stevenson.edu/admissions

Facebook: facebook.com/stevensonuniversity

SCHOOL CODES

SAT Code: 5856
ACT Code: 1753
FAFSA Code: 002107



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 E-mail: admissions@stevenson.edu
 Web: stevenson.edu/admissions
 Facebook: facebook.com/stevensonuniversity

FOR OFFICE USE:	
App. Pd.	_____
App. Wa.	_____
ID#	_____
PRSP	_____
ASUM	_____

PERSONAL INFORMATION

Return this application with the non-refundable \$40 application fee. Be sure to fill out the application completely. You must sign and date the application. Please type or print clearly.

___ Mr. ___ Ms. _____
LAST NAME FIRST NAME MIDDLE NAME PREFERRED FIRST NAME

Other names which may appear on your records _____

Permanent Address _____
NUMBER & STREET

_____ CITY STATE ZIP COUNTY COUNTRY

Home Telephone _____ Cell Phone _____ Work Telephone _____

E-mail Address _____ Social Security Number _____
Optional: if you plan on applying for financial aid, we request that you provide your Social Security Number.

Gender (optional) _ Male _ Female Date of Birth _____ Place of Birth _____
CITY, STATE, COUNTRY

The following two questions are meant to give us a better understanding of your race and ethnicity. Your responses to the next two items are voluntary.

- Do you identify as a person of Hispanic/Latino or Spanish origin? ___ YES ___ NO
- How are you most comfortable describing yourself? (Select one or more)

___ American Indian or Alaska Native	___ Black or African American	___ Asian
___ Native Hawaiian or Other Pacific Islander	___ White	___ Other

Citizenship status: ___ U.S. Citizen ___ Permanent U.S. Resident ___ Other (specfy) _____

Is English your first language? ___ Yes ___ No If No, what is your first language? _____

International Students: What type of visa do you hold? _____

All applicants who currently hold a Permanent Resident card must submit photocopies of the front and back of the card. Failure to do so will delay the admission process.

I am applying for the Fall _____ Spring _____
YEAR YEAR

Degree Program (choose from listing in instructions) _____ or ___ Still Deciding

I plan to attend ___ Full time (12 credits or more per semester) ___ Part time (11 credits or less per semester)

I am applying as a(n): ___ Freshman ___ Transfer ___ Early Enrollment (full-time prior to high school graduation)

I plan to live in Stevenson University Housing ___ Yes ___ No

Have you previously applied to or taken classes at SU? ___ Yes ___ No If Yes, semester and year (i.e. Fall 2006) _____

Last Name _____ First Name _____ Address _____

FAMILY INFORMATION

Provide names of parents, legal guardian or spouse.

__ Father __ Mother __ Spouse __ Other _____ Occupation/Employer _____

LAST NAME FIRST NAME

NUMBER AND STREET OF CURRENT MAILING ADDRESS CITY STATE ZIP CODE

HOME TELEPHONE NUMBER WORK TELEPHONE NUMBER CELL PHONE NUMBER

HIGHEST LEVEL OF EDUCATION (I.E. HIGH SCHOOL, SOME COLLEGE, ASSOCIATE'S, BACHELOR'S, ETC.) COLLEGE/UNIVERSITY ATTENDED

__ Father __ Mother __ Spouse __ Other _____ Occupation/Employer _____

LAST NAME FIRST NAME

NUMBER AND STREET OF CURRENT MAILING ADDRESS CITY STATE ZIP CODE

HOME TELEPHONE NUMBER WORK TELEPHONE NUMBER CELL PHONE NUMBER

HIGHEST LEVEL OF EDUCATION (I.E. HIGH SCHOOL, SOME COLLEGE, ASSOCIATE'S, BACHELOR'S, ETC.) COLLEGE/UNIVERSITY ATTENDED

HIGH SCHOOL INFORMATION

List the name of the high school(s) you attend(ed) and enter the six-digit College Board Code for each. College Board Codes are available at <www.collegeboard.com>

College Board Code	High School	Location (City, State)	Type	Attendance (Mo/Yr)		Graduation Date						
				From	Through							
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>									<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Home School			

College Board Code	High School	Location (City, State)	Type	Attendance (Mo/Yr)		Graduation Date						
				From	Through							
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>									<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Home School			

List the college courses and number of credits in progress this year.

Course Title	Credit	Course Title	Credit	Course Title	Credit

Last Name _____ First Name _____ Address _____

ESSAY

Freshman Applicants: In keeping with Stevenson University’s tradition of encouraging students to learn beyond the classroom, the Admissions Committee values the opportunity to get to know you beyond traditional academic boundaries such as grades and test scores. We seek students who will enrich, enliven, and benefit from our community. We encourage you to take this essay as an opportunity to let us learn more about you in a creative and thoughtful way.

Please choose **ONE** of the essay topics listed below and compose a two-page (approximately 500 words) essay. Include your name and address on each page. You must also submit an answer to the Short Response topic below.

Essay A: Reflect upon a significant challenge, experience, event or person in your life. How has that time or that person changed, affected, or otherwise influenced you and the goals you have?

Essay B: Stevenson’s career-focused curriculum is complemented by an initiative called Learning Beyond. Learning Beyond encourages our students to apply the knowledge and skills they gain inside the classroom to the outside world through internships, study abroad, service learning, and research. Why are you interested in this type of education? How do you think it would benefit you?

Short Response (Required): In addition to the essay above, provide a 100-word response to the following question. Include your name and address on your submission.

Why do you feel you will do well at Stevenson University? What do you think you can contribute to the Stevenson community?

Transfer Applicants (Optional): Compose a short essay discussing your academic history and career goals. Include your name and address on your submission.

OPTIONAL INFORMATION

Are you currently employed? YES NO Employer _____ Hours per week _____

What is your career goal? _____ How long have you had this goal? _____

Have you visited Stevenson University? YES NO

If you answered YES above, for what event and when? _____

Would you like to receive information about an ROTC scholarship? YES NO

List any friends or relatives who are currently faculty or staff at SU: _____

List any friends or relatives who have attended or are now attending SU: _____

To what other colleges are you planning to apply? _____

STOP!

**Be Sure to Sign Your Application.
Your Application is not Complete Without Your Signature**

I certify that this and all information submitted on behalf of my application is true and complete to the best of my knowledge. I understand that falsification or omission of any information I provide could result in the denial of admission or retroactive dismissal from the University without refund or course credit. I authorize any schools, colleges, or universities I previously attended to release personal and/or academic information to Stevenson University. Should Stevenson University need to release any of the preceding information to third-parties as part of a scholarship competition/selection I consent to such and waive those protections afforded by the Family Educational Rights and Privacy Act of 1974.

Student’s Signature _____ Date _____

Admission to the University, and the University’s scholarship/loan programs is determined without regard to race, color, sex, religion, national or ethnic origin, or handicap. The University complies with all applicable laws and federal regulations regarding discrimination and accessibility due to the condition of handicap, age, veteran status, and otherwise.

In compliance with the USDOE Crime Awareness and Campus Security Act of 1990, information regarding crime prevention, law enforcement authority of SU Security, policies concerning reporting of campus crimes, and crime statistics for the last three years may be obtained from the SU Security Office.

STEVENSON UNIVERSITY HONORS PROGRAM APPLICATION FOR FRESHMEN

ABOUT THE UNIVERSITY HONORS PROGRAM

The mission of the University Honors Program is to provide academically outstanding students with the opportunity to experience a challenging and stimulating curriculum that expands beyond the traditional boundaries of learning. The Honors Program fosters a community of scholars and gives participants the opportunity to take seminar-style courses on topics not available in the general curriculum with other similarly motivated students. Priority registration, honors housing, and the ability to apply for grant money to fund learning beyond projects are other benefits offered to participants in the program. In addition, students admitted to Honors are awarded a \$2,000 University Honors Scholarship renewable for up to four years.

Admission to the University Honors Program is highly selective and generally extended to less than 10 percent of the students admitted to Stevenson. A successful applicant to the Honors Program has typically excelled in the most challenging curriculum offered at his/her school.

UNIVERSITY HONORS PROGRAM APPLICATION DEADLINE

New freshman* applicants who wish to be considered for the Honors Program must submit this application by February 1, 2012. An online version of this application will be available at stevenson.edu/honors by December 1, 2011. Decision letters for the University Honors Program will be mailed no later than March 1, 2012. **Please note:** *The University Honors Program application is separate from the regular SU application for admission. Applicants must submit the regular application for admission prior to, or along with, the honors program application. Decision letters for regular admission and Honors Program admission are mailed separately.*

*Transfer students interested in the University Honors Program should visit stevenson.edu/honors to download the "University Honors Program Application for Current Students and Transfers."

PERSONAL INFORMATION

LAST NAME _____ FIRST NAME _____

NUMBER AND STREET OF CURRENT MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOME TELEPHONE NUMBER _____ E-MAIL ADDRESS _____

INTENDED MAJOR _____

NAME OF HIGH SCHOOL _____

NAME OF ANY COLLEGE(S) ATTENDED _____

I authorize the Stevenson University Admissions Office to release my academic records to the Honors Program Admission Committee.

Student's Signature _____ Date _____

Continues on next page 

SHORT RESPONSE QUESTIONS

Please attach a separate sheet with typed answers to the following three questions. Limit your responses to one paragraph for each.

1. Describe up to three extracurricular and/or leadership activities that are most important to you.
2. Why are you interested in pursuing study in the SU Honors Program?
3. The Honors Admission Committee will use this application along with your regular application for admission to the University when making its decision. Is there anything else you would like the Honors Admission Committee to know when considering your application? If not, you may leave this question unanswered.

ESSAY

Please choose one of the following two statements and write an essay on how that statement relates to your life and/or academic goals:

“A single conversation with a wise man is better than 10 years of study.” ~ Chinese Proverb

“If you hold a cat by the tail you learn things you cannot learn any other way.” ~ Mark Twain

Essay Guidelines

- Two typed, double-spaced pages
- Be sure to provide examples to support your thoughts. Examples may come from your personal life, areas of interest, reading you have done, etc.
- Please label your essay “University Honors Program Application Essay” and be sure to include your name on each page.

Mail your completed application and essay to:

Honors Program Admission Committee
Stevenson University
Admissions Office
100 Campus Circle, Garrison Hall
Owings Mills, Maryland 21117



Admissions Office
 100 Campus Circle, Garrison Hall
 Owings Mills, Maryland 21117
 Local: 410.486.7001 • Toll Free:
 1.877.468.6852
 Fax: 443.352.4440
 E-mail: admissions@stevenson.edu
 Web: stevenson.edu/admissions
 Facebook: facebook.com/stevensonuniversity

FOR OFFICE USE:	
App. Pd.	_____
App. Wa.	_____
ID#	_____
PRSP	_____
ASUM	_____

SECONDARY SCHOOL REPORT AND TRANSCRIPT REQUEST FORM FOR FRESHMEN

This form is provided for freshman applicants who are current high school seniors. Transfer students **do not** need to complete this form.

TO THE STUDENT: Please complete this section and give the form to your guidance counselor.

Student Name _____
LAST NAME FIRST NAME MIDDLE NAME PREFERRED FIRST NAME

Address _____
NUMBER & STREET

CITY _____ STATE _____ ZIP _____ COUNTY _____ COUNTRY _____

Date of Birth _____
MONTH DAY YEAR

TO THE COUNSELOR: Please send this form along with the student's official transcript to Stevenson University as soon as possible. Also, please include the student's standardized test scores if they are not currently included in the transcript. **In addition, the Admissions Committee requires at least one letter of recommendation from a counselor and/or teacher for each candidate. By submitting an additional appraisal of the candidate, you will greatly help us reach a decision in his/her best interest. Please submit your appraisal of the candidate along with this form and the student's official transcript.**

Percentage of class attending: Four-Year _____ Two-Year _____ institutions.

Grading Scale: ___ 4.0 ___ 100 ___ Other _____ Passing Grade is _____

Student's GPA Unweighted _____ Weighted _____
(ie: 3.7, 83%, etc) (ie: 4.2, 91%, etc.)

Student ranks _____ in a class of _____ Rank is ___ Unweighted ___ Weighted ___ We do not rank

If your school does not compute exact rank, please provide your best estimate:
 ___ Top 10% ___ Top 25% ___ Top 50% ___ < 50%

Highest SAT score _____ Highest composite ACT _____
CRITICAL READING MATH WRITING

Is the student's course selection: ___ Most Demanding ___ Demanding ___ Average ___ Below Average

I recommend this student ___ with reservation ___ fairly strongly ___ strongly ___ enthusiastically

Thank you.

Counselor's Name _____ Phone _____
PLEASE PRINT

High School _____ High School CEEB _____

Address _____
STREET CITY STATE ZIP CODE

Office Phone _____ Fax _____

Counselor's Signature _____ Date _____

Note about confidentiality: Under Public Law 93-380, the Family Educational Rights and Privacy Act, candidates for admission do not have access to their records in the Admissions Office unless and until they enroll at Stevenson University. To assure confidentiality of information within the spirit of the law, the University will destroy this form and any other subjective supplementary statements about this student before his/her matriculation at Stevenson.

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