



**UNDERGRADUATE PROGRAM APPLICATION FOR ADMISSION**

You are applying for admission to a bachelor's degree completion program. Conferral of the degree requires successful completion of general education coursework. All candidates who are offered admission and who have not fulfilled all general education requirements at the time of admission will be expected to complete such coursework as part of their William James College academic plan. This may include cross-enrollment at other higher education institutions.

Applying for: **Fall Term**, August     **Spring Term**, January                       **Full time**, 2 years     **Part time**, 3 years

**Personal Data** (please type or print clearly)

<b>Name</b>					
First Name	Last Name	Middle/Former name			
<b>Current Mailing Address</b>					Email _____
Street _____					(_____) _____
City _____ State _____ Zip Code _____					Home Telephone _____
					(_____) _____
<b>Permanent Mailing Address</b> (if different from above) _____					Work Telephone _____
Street _____					(_____) _____
City _____ State _____ Zip Code _____					Telephone _____
					_____ Mail should be sent to this address beginning when? _____/_____/_____
Social Security # (ID purposes only) _____					_____ month/day/year
Sex (M/F/Self Identify) _____					_____ / _____ / _____
Date of Birth _____					
Are you a citizen of the U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no    If no, are you a U.S. permanent Resident? <input type="checkbox"/> yes <input type="checkbox"/> no    Country of birth _____					
If no to both of the above, citizen of: _____    VISA type and Expiration Date: _____					

**Optional Information**

Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino					
Race: <input type="checkbox"/> American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White					
I have served (either enlisted or commissioned), or I am currently serving for one of the following branches of the US military:					
<input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marines <input type="checkbox"/> Navy					
Are you a first generation college student in your family? <input type="checkbox"/> yes <input type="checkbox"/> no					
Have you ever been convicted of a felony? <input type="checkbox"/> yes <input type="checkbox"/> no					

**Academic Data**

Please list in chronological order all colleges and universities that you have attended.

College or University	City and State	Major	Dates Attended	GPA	Degree and date awarded or number of credits earned

(attach additional listing if necessary)

## Disciplinary History

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended since 9<sup>th</sup> grade (or international equivalent), whether related to academic misconduct or behavioral misconduct, that resulted in disciplinary action? Such actions might include, but not limited to: probation, suspension, removal, dismissal or expulsion from the institution.

Yes     No

If you answered "yes" to the above question, please provide a statement on separate sheet of paper giving the approximate date of each incident, explaining the circumstances, and reflecting on what you learned from the experience(s).

Employer, begin with current	Address	Job title	Dates	F/T OR P/T

## Additional Information

Do you receive professional development money from your employer?  yes     no.

If yes, please describe briefly: \_\_\_\_\_

Are you fluent in languages other than English?  yes     no. If yes, which? \_\_\_\_\_

How did you hear about this program?

- direct mail     email     colleague     word of mouth     employer \_\_\_\_\_  
 alumnus     current student     APA/MPA     college event/fair \_\_\_\_\_  
 radio     Internet/WWW     Advisor or Professor \_\_\_\_\_  
 advertisement (which one? \_\_\_\_\_)     Other \_\_\_\_\_

What were the primary reasons you decided to apply to William James College?

- curriculum     faculty     field placements     location     APA     accreditation     reputation     employer support  
 tuition     other \_\_\_\_\_

Are you related to a William James College Alumna/us?  yes     no

If yes, Name: \_\_\_\_\_ Relation: \_\_\_\_\_

To which other schools are you applying? \_\_\_\_\_

## Application Checklist

Please check that the following application materials are enclosed in your packet:

- Application Form  
 Official Transcripts  
 Personal Statement

Provide a reflective essay that describes (1) your experiences and persons who influenced your decision to study the field of human services and (2) what you hope to accomplish with your bachelor's degree. The recommended maximum length of your essay is 500 words.

If any items are missing, please indicate when they will be submitted. Please be certain that your name appears on all submitted materials. Be sure to photocopy all materials for your records as we are unable to provide copies of application materials once they are submitted. Mail all application materials to William James College, Admissions Office, One Wells Avenue, Newton, MA 02459.

I certify that to the best of my knowledge, the information furnished in this application is true and complete. I agree that if such information, or any other information upon which my admission is based, is not true or complete, the school may rescind my degree or certificate. I further agree that, if admitted, I will abide by the Policies and Procedures of William James College. I acknowledge that all official materials which are part of this application become the property of William James College and will not be forwarded to another institution or returned to me. **Only signed applications will be processed.**

Signature of Applicant

Date