



graduate application instructions

FOR THE APPLICATION YEAR 2009-2010

Please read all of this information carefully before submitting your application. All application materials should be submitted to the Graduate Office, using the following address: Columbia College Chicago, Graduate Office, 600 S. Michigan, Suite 200, Chicago, IL, 60605-1996. (Please be sure to use the address above exactly as it is listed. If you use your department of interest or "admissions" in the address, it will cause delays.)

Some of our programs also have their own departmental brochures, which describe their particular graduate program in even greater detail. If you did not receive separate departmental information in your application mailing, please look for departmental links on our website at www.colum.edu/graduate and/or contact the department(s) of interest.

It is important that every applicant visit the Graduate Office website to fully understand the degree requirements for the program they are considering and to learn more about options for prospective graduate students. The Graduate Office website is also where you will find our **online catalog and online class schedules**. Visit our website at www.colum.edu/graduate and follow the appropriate links.

The information in this document is for students who plan to enter one of the Graduate Programs at Columbia College Chicago in the **Fall of 2009**. Application instructions and forms are updated every year, so please call before submitting any forms for the **Fall of 2010**. The Graduate Office does not admit students to the degree programs in the summer term. We look forward to reading your application.

Required Application Materials

The following items must be submitted in order to apply to one of Columbia College Chicago's graduate programs. Incomplete applications cannot be reviewed, and it is the responsibility of the applicant to make sure that we receive all of the items listed below.

- 1. The Application Fee**
Please include with your completed application form, the non-refundable \$55.00 application fee. The fee should be in the form of a check or money order made payable to Columbia College Chicago. Do not send cash. (Please do not pay this fee online.) Please be sure to write the exact name under which you applied and your program of interest on the check/money order. You may also pay your fee with a credit card by calling the Graduate Office at 312-369-7260. We will not be able to begin processing your application without the fee.
NOTE: Due to the extra costs faced during the application process, this fee is waived for international applicants.
- 2. The Application Form**
Read through the application form carefully and provide all of the information requested. Please type or print clearly on the form using a dark ink. If you are including additional information, be sure to say so on the form. It is especially important that you fill in every section of the college information chart so that we may match this information with your transcripts. The form must have the applicant's original signature on the final page.
- 3. Self-Assessment Essay**
Together with the application form, enclose a realistic self-assessment in essay form, approximately 3-5 typewritten double-spaced pages. This essay should be a narrative that describes your personal goals, career aspirations, and professional strengths. Please also explain why graduate work in your field is a desired extension of your previous educational and professional experiences. Before you begin, consult the Departmental Deadline Charts & Checklist at: www.colum.edu/Academics/Graduate_Study/Main_Checklist.php for specific details and advice from most of the graduate departments concerning the self-assessment essay.
- 4. Résumé**
Please include a current résumé that details your work and educational experience.

5. **Transcripts**

Have **two** official copies of your transcripts from any and all colleges or universities attended (whether you received a degree from them or not) sent to the Graduate Office mailing address exactly as it is listed in this section. (If a variation of this address is used, it may cause delays in processing.) You may either have your transcripts sent directly from the school to our office, or have the transcripts sent to you for *you* to include *with* your application. Whichever option you choose, remember that for a transcript to be considered official, it must contain the official university seal/mark and be in a sealed (and usually signed) envelope when we receive it. (Therefore, if you have transcripts sent to you, do not open the envelopes; simply include them with your application.) Requesting official transcripts and having them mailed can often take 3-14 working days depending upon the school; therefore, we strongly urge you to begin this process right away so that these materials arrive in our office on time. (Photocopies or faxes of transcripts are not acceptable.) If any coursework was in progress at the time of admission, you are required to submit a final official transcript at the end of that term.

Special Note about Transcript Requests from Columbia College Chicago: If you have attended or graduated from Columbia College Chicago, you should contact the Records Office at 312-369-7268 to receive a **Columbia College Transcript Request Form**. Return the completed and signed form to the Records Office and once it is received, they will send your Columbia College Chicago transcripts to the Graduate Office in 3-5 working days. (The Records Office cannot take your request over the phone because federal law mandates that they have your signature on file before releasing your confidential records – even to another office within the same institution. For this reason, the Graduate Office cannot make these arrangements on your behalf.) The Columbia College Transcript Request Form will only trigger the release of your Columbia College Chicago transcripts. If you had, at one time or another, official transcripts from other institutions sent to Columbia, the Records Office can only release those additional transcripts if you also complete and sign an **Official Transcript Release Form**, which you can obtain from the Graduate Office. (Contact us at 312-369-7260 to obtain the form.) Once completed, the Transcript Release Form should be returned to the Graduate Office and we will submit it to the Records Office on your behalf. (Keep in mind that it may take longer than 3-5 working days for the Records Office to mail us these outside transcripts.) It is the student's responsibility to follow-up with the Graduate Office to make sure these transcripts have been received. (In some cases, it may be easier and faster to simply have transcripts sent directly from the institution attended. Consult with the Director of Graduate Admissions should you have questions or concerns.)

6. **Letters of Recommendation**

Please submit two letters of recommendation in support of your application. These letters should be from former professors, professional colleagues, or supervisors who can evaluate your past performance as it relates to your capacity for successful work at the graduate level in the program you have selected. For your convenience, we have mailed you two Recommendation Letter Cover Sheets for you to use. Recommendation letters should be written on letterhead if possible/applicable and include an original signature. We strongly prefer to have the letters of recommendation arrive in sealed envelopes with the rest of your application materials. However, should you need to have them sent under separate cover, simply say so on the application form and be sure they are mailed on time to the Graduate Office mailing address exactly as listed in this section. (The Director of Graduate Admissions reserves the right to refuse letters of recommendation that cannot be verified.) In those cases where letters of recommendation arrive without completed cover letters, it will be assumed that the student has waived their right of access to the letter. **Letters of Recommendation Note:** All applicants to the Educational Studies programs must have the individual writing their letter of recommendation also complete and sign a Supplemental Educational Studies Evaluation Form. The letter of recommendation and the supplemental form should be submitted to the Graduate Office together. The Supplemental Educational Studies Evaluation Form should be included in all application packets and may also be available from the web at www.colum.edu/graduate. (Follow the download links.)

7. **Supplemental Items**

Refer to the "Graduate Admissions Deadline Chart" and "Departmental Checklists" at: www.colum.edu/Academics/Graduate_Study/Main_Checklist.php for information about any additional items required by the specific graduate program to which you are applying.

8. **International Students Note:**

International applications must submit items in addition to those listed above. (Consult the "International Student Packet" for forms and details.)

Tips for Submitting your Application Materials

- Please include your full name, date of birth, and the graduate program to which you are applying in the upper right-hand corner of each and every item you include. (It is especially important that this information is also included on every work sample. Work Samples that are not clearly labeled cannot be guaranteed to be returned.)
- All application materials, including supplemental requirements, work samples, etc. should be sent to the Graduate Office at the mailing address listed in this booklet and not to individual departments. (Do not use the "Admissions" in your address line.)
- It is acceptable for your letters of recommendation and transcripts to arrive separately from the rest of your application; however, we do ask applicants to submit the rest of their materials (form, fee, essay, résumé, possible supplemental items) together if at all possible. (It is especially important that the application fee arrive with the application form.)
- Please do not put your application materials into any bound form or within a folder/binder etc. This will delay processing.
- In order to be properly processed, your complete application must be received in the Graduate Office by the appropriate program deadline. (Applications post-marked by the deadline date are acceptable.)
- Only the Graduate Office is able to offer official admission decisions.

Graduate Office Mailing Address for Application Materials

All application materials, including transcripts, letters of recommendation, and work samples if applicable, should be sent to the Graduate Office at the address *exactly* as it is listed below. Please do not send any application materials to “Admissions” or to the Department Offices. This will delay processing.

Columbia College Chicago, The Graduate Office, 600 S. Michigan, Suite 200, Chicago, Illinois, 60605-1996

Note: Whenever additional sheets/items are included with the application such as resumes, work samples, or essays, please be sure to include your full name, Social Security Number, and the graduate program to which you are applying in the upper right corner of each and every page/item. Please do not use staples on any part of your application materials.

The Application Process and Deadlines

- Early application is strongly encouraged for all programs; however, actual application deadlines vary by graduate department. Regardless of the specific deadline date, all graduate departments function within one of two types of application deadlines: rolling admission and non-rolling admission. Within rolling admission plans, decisions are mailed usually four to eight weeks after the complete application has been received in the Graduate Office. Applications are accepted until the class is full **or** until the application deadline. Within non-rolling admission plans, all complete applications are reviewed at one time after the deadline and all decisions are mailed by the Graduate Office at one time.
- **Please be aware that while rolling programs review applications as they come in, there may be a significant delay on any application that is received for a later cycle during the height of a current cycle.** Our goal is to give a student an admission decision as soon as is possible while still conducting a comprehensive and careful evaluation of each and every application. Please contact the Graduate Office at 312-369-7260 should you have any questions about the status of your application.
- Due to the nature of our programs and the admission deadlines they follow, it is NOT possible to apply to more than one program at one time.
- While we will accept application materials arriving separately, it is in the student's best interest to send all of their application materials at one time and in one envelope as this greatly speeds up processing and often means the student will receive their decision letter earlier.
- It is the student's responsibility to see that all credentials, including any materials being forwarded under separate cover to the Graduate Office, arrive on time. It is also the student's responsibility to ensure that their application file is complete.

The Review Process

- When all required documentation is on file, the Director of Graduate Admissions will prepare an initial evaluation of your application. When it is determined that your credentials meet basic admission requirements and your application is complete, your file will be forwarded to the Graduate Faculty Admissions Committee for the specific graduate program to which you have applied. The Committee may contact you during the review process to arrange an interview or to request additional materials. Once the Committee has concluded its deliberations, the faculty recommendation is sent to the Director of Graduate Admissions, where it is reviewed once more before final notice of the admission decision is mailed to you directly from the Graduate Office.
- Only decisions rendered in writing by the Graduate Office may be considered official admission decisions.
- Due to the confidential nature of the admissions process, decisions are never given over the phone. Decisions may be communicated by email in advance of receipt of the actual decision letter.
- Please understand that while you are welcome to reapply, admission decisions are final and there is no appeal process.
- Columbia College Chicago admits students without regard to age, race, color, creed, sex, religion, handicap, disability, sexual orientation, and national or ethnic origin.

Types of Admission Decisions

Careful attention is given to each and every individual application to the graduate programs. **All decisions of the Director of Graduate Admissions and the Admissions Committee are final and no appeal process is available.** Students applying to the Graduate Programs will usually receive one of the following decisions:

Admit Decisions

Unconditional Admission

An applicant whose credentials file is complete and acceptable to the Director of Graduate Admissions and the Admissions Committee is offered unconditional admission to the semester for which entry is sought. This offer of admission expires according to the confirmation deposit due date listed on each individual admission letter, unless the Director of Graduate Admissions has granted an extension or has received and approved a written request for deferral to a later semester.

Conditional Admission

An applicant whose credentials are generally acceptable to the Director of Graduate Admissions and the Admissions Committee but contain one or more specific deficiencies may be offered one or a combination of the following types of conditional admission:

- **Missing documentation.** An applicant whose credentials file is not complete but is otherwise acceptable to the Committee may be offered conditional admission, pending receipt by the Graduate Office of specified documents. This conditional admission may be withdrawn if the documents are not provided by the date specified in the letter of conditional admission or if the quality of the credentials does not meet Committee expectations.

Because many of our students may be missing small items from their application or may, because of the timing, have not yet received the final posting of their expected Bachelor's degree, many of our students receive what is essentially, an "administrative conditional admission". Such admission decisions should not be misconstrued as a lesser admission status.

- **Prerequisite deficiency.** A generally admissible applicant with a specific deficiency in preparation may be offered conditional admission. Via the official decision letter or during the registration period, such a student will be counseled into specific courses to remove the deficiency. Permission to enroll in subsequent semesters may be withdrawn if the quality of performance in these prerequisite courses does not meet Committee expectations.
- **Minimum GPA requirement.** An applicant whose academic record indicates some areas of concern but whose credentials are otherwise acceptable may be offered conditional admission, pending attainment of a specified Grade Point Average (GPA). The Committee may specify a GPA minimum for each course taken, and/or a first-semester, GPA minimum for continuation into the second semester, and/or a first-year GPA for continuation into the second year. Permission to enroll in subsequent semesters may be withdrawn if the specified minimum GPA is not achieved.
- Depending upon the circumstances, the Director of Graduate Admissions and the Admissions Committee may impose conditions other than those listed above. Details will always be included in each official decision letter and any questions should be directed to the Director of Graduate Admissions.

Deny Decisions

Deny

There are a number of reasons why a student may receive a deny decision. Space limitations, academic deficiencies, insufficient preparation or experience, and poor suitability for a program may all play a role.

Deny with Recommendation

When the space available limit has been reached for a particular term or if a certain deficiency is noted that the Committee believes can be successfully dealt with before the next term, the Director of Graduate Admissions and the Admissions Committee may instruct the candidate to reapply to a later term. Often, additional recommendations are included. Should a student reapply to the same program, they will be completely re-reviewed however; most of their original materials can be re-used. For details about how to reapply to the Graduate Office, consult the "Additional Information for the Graduate Applicant" section of this booklet.

Space Limitation Issues in Admissions

One of the greatest selling points of our Graduate Office is the small size and intimacy of the programs. However, this often means that qualified and otherwise admissible candidates cannot be admitted initially (or at all) to the original term sought by the applicant. In those cases, one of the following may apply:

- **Wait-List Status**

When the number of confirmations received or pending reaches the space available limit, the Director of Graduate Admissions and the Admissions Committee may choose to place the names of additional admissible applicants on the waiting list. If spaces do become available through students declining the offer of admission or requesting deferrals, certain wait-listed applicants may be offered either unconditional or conditional admission, as appropriate. It is important to note that waitlisted students may not learn of a final decision until right before the term begins. The Graduate Office will always send a final decision as soon as possible. Instructions regarding the waiting period and final decision information are both included in the original waitlist letter. Students should be sure to read these carefully and contact the Graduate Office should they have any questions or concerns.

- **Alternate Term Admits**

When the space available limit has been reached for a particular term, the Director of Graduate Admissions and the Admissions Committee may choose to offer certain otherwise admissible candidates the option of being admitted now to a later term.

- **Encouraged to Reapply (This can be the same as a "Deny with Recommendation")**

When the space available limit has been reached for a particular term, the Director of Graduate Admissions and the Admissions Committee may instruct the candidate to reapply to a later term. Often, additional recommendations are included. Should a student reapply to the same program, they will be completely re-reviewed however; most of their original materials can be re-used. For details about how to reapply to the Graduate Office, consult the "Additional Information for the Graduate Applicant" section of this document.

Program Deferral

Finally, there may be times when none of the above options are appropriate and the Director of Graduate Admissions and the Admissions Committee decides that while they are not able to admit a particular student to the *original* term of entry sought, they would like to review their case again during the *next* admission cycle for entry into a later term. Such students would be informed by the Graduate Office of the decision to defer their review to a later term.

Graduate Admissions Requirements

All applicants are considered on an individual basis within the context of selective admissions. Basic admission requirements for all graduate students are listed below:

1. All applicants must have (or will have earned by the term they wish to enroll) a Bachelor's degree (or its equivalent for international students) from an accredited college or university. Official transcripts validating this degree must be received by the Graduate Office in order to fully process the application. Applicants are also expected to have been in good standing at the last institution attended.
2. Applicants should possess an undergraduate cumulative grade point average (GPA) of 3.0 or better on a scale of 4.0. (While a 3.0 cumulative GPA is the preferred minimum, the Graduate Office *will consider* otherwise qualified applicants whose cumulative GPA is below a 3.0.)
3. Applicants must submit a complete application packet to the Graduate Office by the appropriate deadline. A complete application includes the following:
 - Application Fee of \$55 (non-refundable)
NOTE: Due to the extra costs they face during the application process, this fee is waived for international applicants.
 - Application Form with original signature
 - Self-Assessment Essay
 - Résumé
 - Official Transcripts (2 official copies from every college-level institution attended)
 - Two Letters of Recommendation
 - Possible supplemental items required by the specific graduate department/program. (Consult the program specific information included at the end of this document for details.)
 - International applications must submit items in addition to those listed above. (Consult the "International Student Packet" and the "Additional Admission Requirements for the International Applicant" section of this document for details.)

A Few Notes About Graduate Admission Requirements

Supplemental Requirements

Applicants must also satisfy any applicable special admission prerequisites and/or requirements for the particular graduate program in which they plan to study. Many of the graduate departments have special instructions for applicants and/or require additional materials such as work samples or extra essays. Information about these requirements are included at the end of this document.

Foreign Transcripts

Any students, regardless of citizenship, who have completed their baccalaureate studies outside of the United States will also need to follow the instructions below:

Applicants who have completed their baccalaureate studies outside of the United States must have transcripts translated into English and the degree and its contents authenticated and certified as (at least) equivalent to an American Bachelor's degree by an official evaluation service in the U.S. (A course-by-course evaluation is strongly preferred however; we will accept a general evaluation.) Two companies that provide this service are:

World Education Services (WES)
P.O. Box 745, Old Chelsea Station
New York, NY 10113
Phone: 1-800-937-3895
Fax: 212-966-6395
support@wes.org Web: www.wes.org

Educational Credit Evaluators (ECE)
P.O. Box 92970
Milwaukee, WI 53202
Phone: 414-289-3400
Fax: 414-289-3411
eval@ece.org Web: www.ece.org

- These are the two companies our applicants use most often and this information is being provided as a service for our students. However, this in no way constitutes a recommendation of these companies on the part of the Graduate Office.
- Evaluation agencies such as those listed above send only the evaluation to the Graduate Office, not the original transcripts. Therefore, any student who submits an evaluation of a transcript must also still submit to the Graduate Office original or certified true copies of all college-level transcripts as required for all applicants. (High school-level transcripts are not required for any graduate students.) **Unless specifically waived by the Director of Graduate Admissions, the Graduate Office requires both the official transcripts and the evaluations in order to process your application.**

Non-native Speakers

In addition, unless waived by the Director of Graduate Admissions, any student whose primary language is not English is required to submit appropriate TOEFL scores (or an equivalent as dictated by the Director of Graduate Admissions) as described below:

The Test of English as a Foreign Language (TOEFL) is required for all international students and those students for whom English is not their primary language. As a demonstration of language proficiency, international applicants must receive a score of 600 or higher on the paper-based test, 100 or higher on the internet-based test, and 250 or higher on the computer-based test to be considered for admission. Official notice of scores should be sent directly to the Graduate Office by the testing agency. (TOEFL

scores must be from tests taken within the past two years.) The code for Columbia College Chicago is 1135. Should you have any questions about the TOEFL, please contact them at 609-771-7500, via email at toefl@ets.org, or at their website: www.toefl.org. (This requirement is waived only for those international students who have earned their Bachelor's degree from an accredited U.S. college or university, or for those whose primary language is English.) The Director of Graduate Admissions also reserves the right to require the TOEFL or an ESL course of action for any student whose essay or interview reveals English language deficiencies.

A Note about International Students

International applicants will use the domestic application but they must also fully review the "International Student Packet" and submit all required forms and documentation as outlined therein. Please remember, that international applicants have earlier application deadlines. Any academic or admission/application related queries from international students should be directed to the Graduate Office at 312-369-7260 or gradsch@colum.edu. After they are admitted, many SEVIS I-20/visa issues should be directed to Gigi Posejpal, Assistant Dean for International Student Affairs, at 312-369-7458 or gposejpal@colum.edu.

Tests

Given the artistic nature of the majority of our programs, we do not require the Graduate Record Examination (GRE) for admission. Applicants are welcome to submit their scores, but it is not required. The Illinois Test of Basic Skills *is* required for all applicants to the Educational Studies Department. (See the "Graduate Admissions & Deadline Chart" within this booklet for details.) The only other standardized test required is the TOEFL, which is required of all international applicants and any applicant whose primary language is not English. Please see the section above, "Non-native Speakers" for more information.

Returning Application Materials and Work Samples

Please note that, with the exception of non-written work samples, application materials, once received, become the property of the Graduate Office and we are not able to return them.

- If you are applying to Art Education (Educational Studies), or Interdisciplinary Arts, you must contact these departments directly to arrange to have your non-written work sample returned to you.
- If you are applying to any other program for which you submit a non-written work sample, the Graduate Office will return your non-written work sample to you after a decision has been made on your case provided you include an appropriately-sized, self-addressed envelope with proper postage and check the appropriate box on the actual graduate application form.
- Please note: We do not return written work samples – such as those for the two Creative Writing programs, Journalism, or any essays.

Additional Admission Requirements for the International Applicant

An international applicant is defined as any student who is not a U.S. citizen or does not have *official* Permanent Resident visa status. The Graduate Office welcomes applications from qualified international applicants who meet the requirements listed below:

1. International students must satisfy all of the basic admission requirements as listed in the "Graduate Admission Requirements" section included in this booklet. (All materials submitted must be in English.)
 - **Note about International Student Application Fee Waiver:** The Graduate Office at Columbia College Chicago is aware that our international students face extra costs when applying to schools in the U.S. To assist you with your graduate application to Columbia we will waive the required \$55 application fee for all international graduate applicants.
2. All international students must review the information in the "International Student Packet" and also submit the *Supplemental International Student Application Form*. (This form is included within the "International Student Packet".)
3. International students must submit an Educational and Personal Statement with their *Supplemental International Student Application*. (Instructions for this brief statement are included in the application form.)
4. All international students must submit with their application materials an official bank statement (dated within 6 months) and any other financial forms as described in the "International Student Packet". (The "International Student Packet" includes an estimated budget for international graduate students.)

The Graduate School Office must have all of these supplemental application items and all of the basic application materials for an international student file to be considered complete.

5. International students are only admitted as full-time students and they must register for at least 9 *graduate* credit hours each term (fall and spring).
6. Applicants who have completed their baccalaureate studies outside of the United States must have transcripts translated into English and the degree and its contents authenticated and certified as (at least) equivalent to an American Bachelor's degree by an official evaluation service in the U.S. (A course-by-course evaluation is strongly preferred however; we will accept a general evaluation.) Two companies that provide this service are:

World Education Services (WES)
P.O. Box 745, Old Chelsea Station
New York, NY 10113
Phone: 1-800-937-3895
Fax: 212-966-6395
support@wes.org Web: www.wes.org

Educational Credit Evaluators (ECE)
P.O. Box 92970
Milwaukee, WI 53202
Phone: 414-289-3400
Fax: 414-289-3411
eval@ece.org Web: www.ece.org

- These are the two companies our applicants use most often and this information is being provided as a service for our students. However, this in no way constitutes a recommendation of these companies on the part of the Graduate School.
- Evaluation agencies such as those listed above send only the evaluation to the Graduate School, not the original transcripts. Therefore, any student who submits an evaluation of a transcript must also still submit to the Graduate School Office original or certified true copies of all college-level transcripts as required for all applicants. (High school-level transcripts are not required for any graduate students.)
- **Unless specifically waived by the Director of Graduate Admissions, the Graduate Office requires both the official transcripts and the evaluations in order to process your application.**

7. Because federal financial aid and the Follett/GOA/Getz scholarships are not available to international students, it is in your best interests to submit the application forms only if you feel certain about your ability to afford to attend. While we will admit without regard to need, SEVIS I-20's cannot be issued until students are admitted, have submitted a confirmation deposit, and adequate resources are documented through the appropriate forms included in the "International Student Packet".)

Like all domestic applicants, new international students will be *automatically* considered for the small Departmental Merits Awards (DMAs), which can vary from \$250 to \$3,000 (US) to assist with the first year of study. Should you be selected for one of these awards, you will be contacted directly by the Graduate Office and/or graduate department.
8. The Test of English as a Foreign Language (TOEFL) is required for all international students and those students for whom English is not their primary language. As a demonstration of language proficiency, international applicants must receive a score of 100 or higher on the internet-based test, 600 or higher on the paper-based test, or 250 or higher on the computer-based test to be considered for admission. Official notice of scores should be sent directly to the Graduate School Office by the testing agency. (TOEFL scores must be from tests taken within the past two years.) The code for Columbia College Chicago is 1135. Should you have any questions about the TOEFL, please contact them at 609-771-7500, via email at toefl@ets.org, or at their website: www.toefl.org. (This requirement is waived only for those international students who have earned their Bachelor's degree from an accredited U.S. college or university, or for those whose primary language is English.) The Director of Graduate Admissions also reserves the right to require the TOEFL or an ESL course of action for any student whose essay or interview reveals English language deficiencies.
9. All international students are required to have health insurance coverage while they are studying in the United States. Columbia College Chicago has implemented a mandatory insurance plan. You will not need to purchase insurance in your home country prior to your arrival to the College. Please consult the "International Student Packet" for more information. Also contact the Office of International Student Affairs at 312-369-7458 or gposejpal@colum.edu to receive the current costs.
10. Special Deadlines: Earlier application is essential for international students in order to allow for the proper review of documentation and for visa processing. **Because of recent regulations, it is strongly recommended that international students begin the application process as early as possible – even six months to a year before the term they would like to begin graduate study.** For final international student deadlines please consult the Departmental Deadline Charts & Checklist at: www.colum.edu/Academics/Graduate_Study/Main_Checklist.php. Once admitted, international students will be mailed special instructions regarding SEVIS I-20 issuance. It is the international student's responsibility to make sure that any and all SEVIS regulations are met. Specific questions should be directed to the Office of International Student Affairs at 312-369-7458 or gposejpal@colum.edu.

Please also consult the "International Student Packet" (<http://www2.colum.edu/graduate/04-05/IntStudPack0506.pdf>) as well as the Graduate School website at www.colum.edu/graduate for more information.

Tuition, Financial Aid and Scholarship Information

The Graduate Office coordinates four scholarships and two of those are for incoming graduate students – the Follett Fellowship and the Departmental Merit Awards (DMA). All eligible applicants to the Graduate Program who apply by the recommended/early admission deadline are automatically considered for these two awards during the admission cycle. No separate application forms are necessary. Students who are selected for these awards will be informed as these selections are made. However, these selections are often made later than admission decisions so it is best if a student – as much as possible – not base their decision to accept an offer of admissions based on the lack of a scholarship offer. Any questions regarding the Follett or the DMAs should be directed to the Graduate Office at 312-369-7260 or via email at gradstudy@colum.edu.

In order to be sure you are considered for as many scholarships/awards as possible, be sure to submit your degree application materials by the recommended/early admission deadlines specific to your program.

All graduate students should also apply for Federal Stafford Loans by submitting a Free Application for Federal Student Aid (FAFSA) at around the same time they decide to apply to the graduate program at Columbia. (Do not wait until you are admitted to submit your FAFSA.) **The FAFSA should be completed online at <http://www.fafsa.ed.gov>. Columbia College Chicago's FAFSA code is 001665.** The FAFSA review process can take 6-8 weeks, so it is best to begin as early as possible. However, it is probably best to wait until you have received your most recent W2 forms, so submitting your FAFSA in late January or early February is optimal. (The FAFSA site is also a good site for general information about financial aid at the graduate level.)

Part of the FAFSA application process often includes completing additional forms. You will be notified by Student Financial Services about which additional forms, if any, you might need to submit. (This occurs after your FAFSA has been processed.) A library of the most common forms may be found at: www.colum.edu/sfs.

It is in the applicant's best interest to keep in close contact with the Student Financial Services Office, from the moment they first apply for the FAFSA until the moment they enroll, in order to be sure they have completed every necessary step and to avoid any delays.

Graduate students should also be aware of the following items:

Registration Requirement: While certain graduate programs may have more stringent enrollment policies, in order to be considered for federal aid, students **MUST** be registered for 6 graduate credit hours each term (fall and spring). The only exceptions to this registration requirement are for students who are in official thesis coursework or for GLCMA students. Those students are still eligible for federal aid even if they fall below 6 graduate credit hours for the term.

Scholarships & Student Financial Services Award Letters: Please note that most graduate scholarships, including those coordinated by the Graduate Office, are *not* included in the Student Financial Services award letter, as that usually only reflects federal aid monies. Notification and amounts of other scholarship monies awarded are sent directly to the students by the coordinating office/department and any necessary aid adjustments are made by Student Financial Services closer to the start of term.

A Reminder About Possible Decision Delays

Remember while rolling programs review applications as they come in, there may be a significant delay on any application that is received for a later cycle during the height of a current cycle. Our goal is to give a student an admission decision as soon as is possible while still conducting a comprehensive and careful evaluation of each and every application. Please contact the Graduate Office at 312-369-7260 or gradstudy@colum.edu should you have any questions about the status of your application.

A Note about Students-at-large and Undergraduate Study

If you simply want to take some courses at Columbia, you may want to check out our *Undergraduate Course Catalog*, which is available by calling 312-369-7130 or on the web at www.colum.edu. Undergraduate Students-at-large are non-degree seeking students and receive undergraduate level credit for their work. For more information about the areas of interest available, and for an application to apply as an Undergraduate Student-at-large, contact the Undergraduate Admissions Office at the number listed above.

At this point, the Graduate Office *does* allow a limited number of Graduate Students-at-large in the Educational Studies program only. If interested, please contact the Graduate Office at 312-369-7260 for a *Graduate Student-at-large Application Form* or download it from the web at www.colum.edu/graduate.

Graduate Students-at-large or GSALs, are admitted to the Graduate Office as non-degree seeking students and are permitted to take no more than 6 credit hours total of graduate courses that must first be approved by the appropriate department. When 6 credit hours are completed, the student is prohibited from taking any additional courses as a Graduate Student-at-large. If the student wishes to continue at the graduate level at Columbia, they have the option to apply through the regular application process as a degree-seeking student to one of our graduate programs. If accepted to a degree program in the same area in which they were an GSAL, the 6 graduate credit hours they have may be accepted as part of the course requirements for completion of the Master's degree.

GSAL applications are reviewed on a rolling basis as they are received. For this reason, early application is strongly encouraged. Admission is allowed for the fall, spring, or summer semester. Decisions are mailed usually four to eight weeks after the complete application has been received in the Graduate Office. Applications are accepted until the class is full *or* until the application deadlines. Specific GSAL deadlines are listed in the *Graduate Student at large Application and Instructions* available from the Graduate Office or to download from the web at www.colum.edu/graduate. (Follow the download links.)

Graduate Students-at-large are not eligible for financial aid through federal, state or institutional programs or for veterans' benefits. International Students are not eligible for Graduate Student-at-large status at the graduate level because they are unable to be full-time students and therefore, would not meet the student visa requirements.

Post Baccalaureate Certificate of Major

If a student has already received a Bachelor of Arts degree from Columbia or another accredited institution, he or she may earn a second post-baccalaureate certificate of major at Columbia by completing required courses specified by one of the major-granting departments or programs of the College. All other academic requirements will be considered fulfilled within the curriculum of the previously granted Bachelor's degree. Credits applied to the original degree and transfer credits cannot count toward the second degree; however, specific courses may be waived based on work experiences or courses from the original major. Since waivers do not grant credit, additional courses must be taken to complete the credit hour requirement. Not all departments offer post-baccalaureate certificates of major. Please consult the Undergraduate Catalog for a specific department or program for information about options.

For more information about the Undergraduate Programs, Undergraduate Students-at-large, contact: Office of Undergraduate Admissions, Columbia College Chicago, 600 South Michigan, Suite 300, Chicago, Illinois 60605-1996, 312-369-7130, admissions@colum.edu.

Resuming Students and Returning Students

Any graduate students who may have interrupted their studies for one full academic year or longer must obtain permission to resume their studies in the graduate program. Students wishing to resume should discuss the possibility with their department adviser and send an email with the request and an explanation of their absence to their department chair and the dean of their appropriate school. While approval is needed from the department, official permission to resume graduate study is given by the dean of the school in which the student's program resides.

Requests to resume should be made at least one month prior to the start of term.

Deferred Students

Should you be admitted to the Graduate Program and find that you are unable to attend for that particular term, you may be able to defer your entry to another term, up to one year. To request a deferment after you have been admitted, please email the Director of Graduate Admissions at gradsch@colum.edu explaining your reasons for the request and your new anticipated enrollment term. Official permission to defer admission is granted by the Director of Graduate Admissions in consultation with the graduate department.

Requests for deferment can only be made applicants who have submitted a tuition deposit for the semester into which they were originally admitted.

Any student who had officially deferred their initial start term should contact the Director of Graduate Admissions at 312-369-7260 or at gradstudy@colum.edu no later than six weeks prior to the start of their intended enrollment term in order to confirm their plans and to receive orientation and registration information. For certain programs, it may be required that you confirm your plans much earlier. If this is the case, you will be contacted directly by the Graduate Office.

All deferred students must ensure they have completed any and all necessary conditions outlined in their original admit letter before they begin classes.

Reapplying Students

An applicant who had previously applied to the Graduate Program but did not attend, and who wishes to reapply to the *same* program, must meet the published application deadlines for that program. Reapplying students are also required to submit a new fee, a new application form, new letters of recommendation, and a letter of intent that indicates their reasons for reapplying and provides any necessary updates to the Director of Graduate Admissions and the Admissions Committee since their original application. A reapplying student who is applying to a program *different* than his/her original application must meet the published application deadline and submit a letter of intent as well as all new application materials except for transcripts. (There may be some exceptions to this rule. Contact the Graduate Office for details.) All reapplying students should check with the Director of Graduate Admissions at 312-369-7260 for more information before submitting their application.

Retention of Application Materials

The Graduate Office will retain for a period of two years the application materials for those students who do not enroll. (This includes complete files, partial applications and officially incomplete applications) Paper work samples, and letters of recommendation and any similar supporting evaluative materials are not retained. (Therefore, they also not available for student perusal prior to or after admission to the College.)

Services for Special Needs Students

Prospective students who have special physical or learning needs are encouraged to contact the Office of the Conaway Achievement Project at 312-369-8132 (or 312-360-0767/TTY) to arrange for any necessary assistance while attending Columbia College Chicago. (Also refer to the "Services for Students with Disabilities and Section 504 Coordinator" section of the Graduate Handbook & Policy Manual, available from the Graduate Office or to download from the web at www.colum.edu/graduate.)

Residence Life/Housing Information

Residence Life offers comfortable and affordable housing for approximately 1700 full-time Columbia students in four separate facilities, including a new complex, the University Center, which offers a variety of housing options. Between these four facilities, there are eleven different room type/building combinations. While there is no separate graduate student housing, grad students are welcome to take advantage of these housing options. On-campus housing is given on a first-come, first-serve basis, to admitted students (undergrad and grad) who live beyond a commutable distance, until full occupancy is achieved. (Keep in mind you may and should apply for housing even before you are admitted to the Graduate Program. Be sure you mark clearly on the housing application form that you are a graduate student and be sure to follow up with housing if necessary after you receive your admission decision from the Graduate Office.) You may contact the Residence Life Office at 312-369-7803. Additional housing information, photos, helpful links, and a housing application can be found at the Residence Life website at: <http://www.colum.edu/residencelife/index.html>. (Also see the housing information in the "Campus Resources" section of the "Graduate Bulletin.")

Chicago is also a great city for safe and affordable off-campus living. (This is the housing option most of our graduate students choose.) A "Relocation Guide" is sent to all new graduate students as a part of the Orientation/Registration mailing to assist students with off-campus options. This guide may also be available to download from our website at www.colum.edu/graduate.

Visiting Campus

The Graduate Office welcomes prospective student visitors. To meet with the Director of Graduate Admissions about general graduate issues or admission/application concerns, please contact the office for an appointment at 312-369-7260 or via email at gradstudy@colum.edu. For specific questions regarding the academic program and curriculum in your program of interest, we recommend that you contact the appropriate graduate department using the contact information provided in the Departmental Deadline Charts & Checklist at: www.colum.edu/Academics/Graduate_Study/Main_Checklist.php. Upon special request, the Graduate Office and/or the graduate department may be able to arrange for prospective students to speak with a current graduate student and/or to take an informal tour of campus. A general tour of campus may be arranged through the Undergraduate Admissions Office at 312-369-7130. (Please keep in mind these tours are a good way to obtain a sense of campus but they are focused on the undergraduate experience.)

Graduate Office Contact Information

Robert Garcia Director of Graduate Admissions	312-369-7262	600 S. Michigan, Suite 200B rgarcia@colum.edu
David J. Marts Administrative Assistant	312-369-7260	600 S. Michigan, Suite 200 dmarts@colum.edu
Hanna Andrews Graduate Data Assistant	312-369-7260	600 S. Michigan, Suite 200 handrews@colum.edu
Keith Judge Administrative Assistant	312-369-7260	600 S. Michigan, Suite 200 kjudge@colum.edu

Graduate Student Advisory Board (GSAB)

GSAB is a committee of current graduate students who assist the Graduate Office with special events, such as orientation and commencement, and with ongoing student issues and concerns. This eleven to fifteen-member group is selected by the Graduate Office from departmental nominations. The Board meets regularly with Graduate Office Staff and is designed to be a resource for current graduate student concerns and ideas. You can contact any Board member through the Graduate Office. You should also check out the GSAB Bulletin Board, located outside of the Graduate Office, for information about upcoming events and student involvement opportunities.

Graduate Office Email: gradstudy@colum.edu – **Fax:** 312-369-8047 – **Website:** www.colum.edu/graduate

The Graduate Office is designed to assist graduate students from across all programs throughout their time at Columbia College Chicago. Please feel free to call or stop by our office anytime.

graduate application checklist

Included?	Name of Item
	Domestic Applicant Checklist
<input type="checkbox"/>	Completed Application Form <ul style="list-style-type: none"> <input type="checkbox"/> Be sure your Social Security Number/Date of birth is clearly legible. <input type="checkbox"/> Don't forget to sign the form. <input type="checkbox"/> Is the form the most up-to-date for the term for which you are applying?
<input type="checkbox"/>	Application Fee <ul style="list-style-type: none"> <input type="checkbox"/> Include the non-refundable application fee of \$55.00 using a check or money order made payable to "Columbia College Chicago". You may also pay this fee with a credit card by calling 312-369-7260. (This fee is waived for international applicants.) <input type="checkbox"/> Write your birthday and the exact name under which you applied on the check or money order.
<input type="checkbox"/>	Self-Assessment Essay <ul style="list-style-type: none"> <input type="checkbox"/> See individual departmental instructions at www.colum.edu/Academics/Graduate_Study/Main_Checklist.php Chart" for details.
<input type="checkbox"/>	Résumé
<input type="checkbox"/>	Two Letters of Recommendation <ul style="list-style-type: none"> <input type="checkbox"/> If possible, attach the completed Letter of Recommendation Cover Sheets to each and seal them in individual envelopes. (In those cases where letters of recommendation arrive without completed cover letters, it will be assumed that the student has waived their right of access to the letter.) <input type="checkbox"/> Check the appropriate box on the application form to indicate if the letter is included or being sent under separate cover. <input type="checkbox"/> Only Educational Studies applicants must also submit the Supplemental Educational Studies Evaluation Form.
<input type="checkbox"/>	Two Official Transcripts from each and every college attended <ul style="list-style-type: none"> <input type="checkbox"/> Check the appropriate box on the application form to indicate if the transcript(s) is included or being sent under separate cover. (You may send an unofficial transcript with your file if the official transcript is on order and due to arrive soon.) <input type="checkbox"/> Remember, we need a transcript from <u>each and every school</u> where you have ever taken college-level credit.
<input type="checkbox"/>	Work Sample (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Consult www.colum.edu/Academics/Graduate_Study/Main_Checklist.php to determine whether or not your program requires a work sample. <input type="checkbox"/> Be sure your work sample is well-labeled with at least your name, year/term of application, and program. <input type="checkbox"/> If required for your program, be sure to fill in the appropriate information and description on the application form. <input type="checkbox"/> Consult www.colum.edu/Academics/Graduate_Study/Main_Checklist.php to determine whether or not we are able to return your work sample and the special instructions for making that happen.
<input type="checkbox"/>	Other Requirements by Department/Program <ul style="list-style-type: none"> <input type="checkbox"/> Consult www.colum.edu/Academics/Graduate_Study/Main_Checklist.php to make sure you have satisfied and/or included any and all additional departmental requirements. (Ex: Special Evaluation Sheets for Ed Studies, Thesis Statement for Film & Video.)
	International Applicant Checklist
<input type="checkbox"/>	International students must submit everything required for domestic students, which are listed above.
<input type="checkbox"/>	In addition to the above, international students must also review the "International Student Packet" and submit: <ul style="list-style-type: none"> <input type="checkbox"/> Supplemental International Application Form <input type="checkbox"/> Educational and Personal Statement (<i>in addition to the Self-assessment essay</i>) <input type="checkbox"/> Required/Applicable financial forms as outlined in the "International Student Packet" <input type="checkbox"/> (If applicable) An evaluation/translation/certification of your Bachelor's degree transcript by an independent educational credential agency. Bachelor's degrees must be certified as (at least) equivalent to an American Bachelor's degree. <input type="checkbox"/> (If applicable) an official score report from the Test of English as a Foreign Language (TOEFL) showing a score of 600 (paper) or 250 (computer). The code for Columbia College Chicago is 1135.
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> For more details about all of the items listed above, be sure to consult the "International Student Packet" and the section in this file entitled, "Additional Admission Requirements for the International Applicant".
	Scholarships, Fellowships, and Financial Aid
<input type="checkbox"/>	If applying for federal aid, be sure to notify Student Financial Services at Columbia College Chicago at 312-369-7140 or sfs@colum.edu and complete the FAFSA (www.fafsa.ed.gov) and other appropriate forms as soon as possible after January 1. The FAFSA code for Columbia College Chicago is 001665.

Remember:

- A *complete* application contains all of the above items.
- Please include your full name, date of birth, and the graduate program to which you are applying in the upper right-hand corner of each and every item you include. (It is especially important that this information is also included on every work sample. Work Samples that are not clearly labeled cannot be guaranteed to be returned.)
- All application materials, including supplemental requirements, work samples, etc. should be sent to the Graduate Office at the mailing address listed in this booklet and not to individual departments. (Do not use the "Admissions" in your address line.)
- It is acceptable for your letters of recommendation and transcripts to arrive separately from the rest of your application; however, we do ask applicants to submit the rest of their materials (form, fee, essay, resume, possible supplemental items) together if at all possible.
- Please do not put your application materials into any bound form or within a folder/binder etc. This will delay processing.
- In order to be properly processed, your complete application must be received in the Graduate Office by the appropriate program deadline date included in this booklet. (Applications post-marked by the deadline date are acceptable.)
- Only the Graduate Office is able to offer official admission decisions.
- For any questions about the admission/application process, please contact Robert Garcia, Director of Graduate Admissions at 312-369-7260 or via email at gradstudy@colum.edu.



C O L L E G E C H I C A G O

INNOVATION IN THE VISUAL, PERFORMING, MEDIA
AND COMMUNICATION ARTS



graduate application form

FOR THE APPLICATION YEAR 2008-2009

Application Procedure: (1) Fill in all blank spaces and sign the application form. (2) Include (or send under separate cover to the Graduate Office) all supporting materials including work sample (if applicable) and the non-refundable application fee of \$55. (waived for international students) Until all required materials are received in the Graduate Office, an application cannot be fully considered. It is the student's responsibility to make sure their application is complete.

SECTION I: BIOGRAPHICAL INFORMATION (Please print or type.)

1. **Name:** Last (family): _____ Mr.* Ms.* Other: _____
 First: _____ Middle: _____
 Previous, Former Name: _____ Nickname (if any): _____
2. **Social Security Number** (if available/applicable):* _____
3. **Gender:*** Female Male
4. **Birthdate:*** Month: _____ Day: _____ Year: _____ **City of Birth:** _____ **State of Birth:** _____
5. **Current Address:** _____ **Effective Dates:** From: _____ To: _____
Unless notified otherwise, the address listed below is the one we will use when mailing information/decision letters. If the date above has expired, we will use the alternate address listed in question #4. To change/update your contact information at any time, simply contact the Graduate Office at 312-369-7260.
 Street Address: _____ Apt: _____
 City: _____ State/Province: _____ Postal/Zip Code: _____ Country: _____
6. **Alternate Address:** (if available/applicable) **Effective Dates:** From: _____ To: _____ **Alternate Phone#:** _____
 Street Address: _____ Apt: _____
 City: _____ State/Province: _____ Postal/Zip Code: _____ Country: _____
7. **Emergency Contact Information:**
 Name: _____ Relationship to you: _____
 Street Address: _____ Apt: _____
 City: _____ State/Province: _____ Postal/Zip Code: _____ Country: _____
 Day Phone #: _____ Evening Phone #: _____
8. **State of legal residence:** _____
9. **Telephone Contacts:** **Home Phone #** (for current address): _____ **Cell #:** _____
 May we contact you at work? No Yes **Work Phone #:** _____ **Ext:** _____
10. **Email and Other Contacts:** **Email Address** (if available): _____
FAX # (if available): _____ **Web Page** (if available): _____
11. **Ethnic Origin:**
 American Indian or Alaskan Native Asian or Pacific Islander Hispanic
 African American/Black (Non-Hispanic) White (Non-Hispanic) Other International Student

Section I: Biographical Information Continued

12. **Citizenship:** * Are you a U.S. Citizen? No Yes *If yes, please proceed to question # 13.*
 a. Are you a permanent resident/immigrant? No Yes If yes, print your Alien Reg. #: _____
 (If you are a permanent resident/immigrant, you must include, with this form, a photocopy of both sides of your alien registration card.)
 b. Are you currently in the U.S.? No Yes If yes, please indicate visa type (F-1, J-1, H-4, etc.) _____
 c. Country of Birth? _____ d. Country of Citizenship? _____

*If you are neither a U.S. Citizen nor a permanent resident/immigrant, you **must** also complete and submit the Supplemental International Student Application Form and supporting materials as outlined in the "International Student Packet". To receive this form, contact the Graduate Office at 312-369-7260 or download it from: www.colum.edu/graduate.*

13. **If your primary language is not English, please answer the following:**
 a. What language do you speak at home? _____ b. How many years of formal English study have you had? _____
 c. Have you studied English in an English or ESL program in the United States? No Yes If yes, please answer the following:
 Name of School: _____ State: _____ Length of program: _____
 d. If you took the Test of English as a Foreign Language (TOEFL), what was your score? +
 Internet-based Score: _____ Date: _____ Computer-based Score: _____ Date: _____ Paper-based Score: _____ Date: _____

*+ Please remember, if you are a non-native speaker and/or international applicant, we **must** receive official notice of your TOEFL scores from the testing agency by the appropriate application deadline with a score of 250 or higher on the computer-based test or a 600 or higher on the paper-based test. The code for Columbia College Chicago is 1135.*

14. Are you receiving U.S. Veterans Administration education benefits as a veteran, active duty, dependent of veteran, or reservist? No Yes

** Columbia College Chicago complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). Federal regulations require the collection of statistical information concerning ethnic origin, citizenship status, age and sex of all of our applicants. **All information is confidential and will not affect your admission application.** Columbia College Chicago admits students without regard to age, race, color, creed, sex, religion, handicap, disability, sexual orientation, and national or ethnic origin.*

SECTION II: PROGRAM INFORMATION AND APPLICANT STATUS

15. **Please check your application status.** (Check those that apply.)
 New applicant Re-applying student International applicant Other: _____

- 15a. **If you are a re-applying student, please indicate the term, year, and program to which you previously applied.**
 Term: _____ Year: _____ Program: _____
 What was the admission decision? _____
 If you were admitted, and did not attend, what were your reasons, and what did you do? _____

16. **Do you plan to enter as a:** Full-time student (9-12 credit hrs./term) Part-time student (min. 6 credit hrs./term)
*Please note: Certain programs require students to begin full-time. Also, international students **must** remain full-time students in order to satisfy student visa requirements.)*

- 16a. **When do you plan to enter?** Fall Semester (All programs - most begin in early September, DMT begins in August) Year: _____
 Spring Semester (By special permission only - programs begin in late January) Year: _____
Please note: All programs (with the exception of the GLCMA), only officially admit in the fall semester. Please consult the Graduate Application and Instructions for more info.

17. **Have you ever taken classes at Columbia College Chicago before?** No Yes If yes, please check one:
 I received my Undergraduate Degree from Columbia I am a current or former Undergraduate Student-at-large
 I received a Graduate Degree from Columbia I am a current or former Graduate Student-at-large
 I am a current or former Undergraduate degree Student at Columbia I participated in Columbia 2 (Continuing Education)
 I am a current or former Graduate degree Student at Columbia I am a current or former Columbia Faculty/Staff member
 Other: _____

18. **Has any other member of your family ever taken classes at Columbia College Chicago before?** No Yes
 If yes, please list name and relationship: _____

19. **How did you find out about Columbia College Chicago's Graduate Program?**
 I received my Undergraduate Degree from Columbia I am a current or former Columbia Faculty/Staff member
 I received a Graduate Degree from Columbia Open House
 I am a current or former Undergraduate degree Student at Columbia Graduate Guide Book
 I am a current or former Graduate degree Student at Columbia Internet site (Please specify) _____
 I am a current or former Undergraduate Student-at-large Advertisement (Please specify) _____
 I am a current or former Graduate Student-at-large Graduate Fair (Please specify) _____
 I participated in Columbia 2 (Continuing Education) Word of Mouth
 Other: _____

20. **What other graduate schools and programs are you considering?**
- | | | |
|----------------|-------|---------------------------------|
| Name of School | State | Name of specific Program/Degree |
| a. _____ | _____ | _____ |
| b. _____ | _____ | _____ |

Section II: Program Information and Applicant Status Continued

21. To which graduate department and program are you seeking admission? (Please select only one degree program.)

Arts, Entertainment & Media Management Department (Please select only one below.) All programs: MAM (49 cr.) Choose from: <input type="checkbox"/> Media <input type="checkbox"/> Music Business <input type="checkbox"/> Performing Arts <input type="checkbox"/> Visual Arts <input type="checkbox"/> Arts in Youth & Community Development (AYCD) <input type="checkbox"/> Arts Entrepreneurship & Small Business Management Concentration
Creative Writing-Fiction (Fiction Writing Department) (Please select only one below.) <input type="checkbox"/> Creative Writing-Fiction, MFA (45 cr.) <input type="checkbox"/> Teaching of Writing, MA (39 cr.) <input type="checkbox"/> Combined Fiction Writing Degree, MFA/MA (63 cr.) (Admission to the combined program customarily takes place in two stages. Students begin in the MFA and at the end of the first year they <i>may</i> also be admitted to the MA program.)
Creative Writing-Poetry (English Department) <input type="checkbox"/> Creative Writing-Poetry, MFA (40 cr.)
Dance/Movement Therapy & Counseling Department <input type="checkbox"/> Dance/Movement Therapy & Counseling, MA (60 cr.) Graduate Laban Certificate in Movement Analysis (GLCMA) Certificate (18 cr.) (The next application cycle for the GLCMA is Summer 2007. If interested in applying contact 312-369-7260 or visit www.colum.edu/graduate to receive the GLCMA Application form.)
Educational Studies Department (Please select only one below.) <input type="checkbox"/> Elementary Education (K-9), MAT (41 cr.) <input type="checkbox"/> Art Education (K-12), MAT (40 cr.)
Film & Video Department <input type="checkbox"/> Film & Video, MFA (60 cr.)
Interdisciplinary Arts Department (Please select only one below.) <input type="checkbox"/> Interdisciplinary Arts, MA (30 cr.) <input type="checkbox"/> Interdisciplinary Arts & Media, MFA (60 cr.) <input type="checkbox"/> Interdisciplinary Book & Paper Arts, MFA (60 cr.)
Journalism Department <input type="checkbox"/> Journalism, MA (36 cr.)
Music Department <input type="checkbox"/> Music Composition for the Screen, MFA (54 cr.)
Photography Department <input type="checkbox"/> Photography, MFA (60 cr.)

SECTION III: COLLEGE INFORMATION

22. Please list every college, university, professional school or other advanced institution attended since secondary school, including any attendance at Columbia College Chicago. We require two official transcripts from every institution attended (even if the credit is shown on another transcript as transfer credit). Use *reverse* chronological order, beginning with the most recent. (If you need more space, please attach an additional sheet.)

College/University Name	City	State (or country)	Dates of Attendance		Total # of Credit Hours	Major	Name of Degree	Date Degree earned/ expected	Cum. GPA #/Scale
			From Month/ Year	To Month/ Year					

Note: If you are currently enrolled in a college program, please attach a list of your courses in progress in addition to your transcript(s).

- 22a. From which institution did you receive your Bachelor's degree (or its equivalent)? _____
- 22b. What is the highest degree you have obtained? Bachelor's Degree Master's Degree Doctoral Degree Other _____

SECTION IV: SHORT ANSWERS AND ESSAY

23. Please list any publications, exhibitions, or awards that relate to your area of interest.

24. If there is anything further you would like to share with the Admissions Committee (including any special circumstances) please use the space provided below.

Section IV: Short Answers and Essay Continued

25. Self-Assessment Essay:

Please include with this application a realistic self-assessment in essay form, approximately 3-5 typewritten double-spaced pages. This should be a narrative that describes your personal goals, career aspirations, and professional strengths. Please also explain why graduate work in your field is a desired extension of your previous educational and professional experiences.

SECTION V: APPLICATION MATERIALS INCLUDED/CHECKLISTS

26. Please list below all of the materials you are sending in support of your application.

(International students should also complete the checklist included in the Supplemental International Student Application.)

Name of item	Details about item(s)		Item included ?	Item sent under separate cover?
\$55 Application Fee <i>(non-refundable)</i>	<i>(Please make checks or money orders payable to "Columbia College Chicago". Be sure to write your date of birth, and/or the exact name under which you applied on the check/money order. You may pay your fee with a credit card by calling the Graduate Office at 312-369-7260.</i>		<input type="checkbox"/>	<input type="checkbox"/>
Essay			<input type="checkbox"/>	<input type="checkbox"/>
Letter of Recommendation #1	Name of Recommender:	Phone #:	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Recommendation #2	Name of Recommender:	Phone #:	<input type="checkbox"/>	<input type="checkbox"/>
Resume			<input type="checkbox"/>	<input type="checkbox"/>
Work Samples	Type and Description of Work Sample(s): (ex: 25 slides, VHS, DVD, etc.)	If you are applying to Art & Design, Art Education (Educational Studies), or Interdisciplinary Arts, you must contact these departments directly to arrange to have your non-written work sample returned to you. If you are applying to any other program for which you submit a non-written work sample, the Graduate Office will return your non-written work sample to you after a decision has been made on your case provided you include an appropriately-sized, self-addressed envelope with proper postage and check this box. <input type="checkbox"/> Please note: We do <u>not</u> return written work samples – such as those for the two Creative Writing programs, Journalism, or any essays.	<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>

27. Will you be applying for housing in Columbia College Chicago's Residence Hall? No Yes

(If you check yes, be sure to contact Residence Life at 312-369-7803 or through their website at <http://www.colum.edu/residencelife/index.html> for more information and an application. If you want on campus housing, do not wait until you are admitted to apply.)

28. Do you plan to apply for financial aid? FAFSA (federal loan money) To submit the FAFSA go to: <http://www.fafsa.ed.gov>.

An Important Note about Financial Aid: Admission to the Graduate Program is *not* determined on the basis of financial need however; we strongly recommend you begin your financial aid application process *as early as possible, even before* you have been admitted to the Graduate Program. (The FAFSA code for Columbia College Chicago is 001665.) Should you have any questions about financial aid at Columbia College Chicago please direct them to the Student Financial Services Office at 312-369-7140 or via email at sfs@colum.edu. Website: www.colum.edu/sfs.

SECTION VI: SIGNATURE

This application **must** be signed and dated before action can be taken. (All information is confidential and will be released only in compliance with federal and state laws.)

I am applying as a degree-seeking student and I understand that withholding required information requested on this application or providing false information may make me ineligible for admission to the Graduate Program or subject to dismissal. I agree to abide by the regulations and policies of Columbia College Chicago and its Graduate Program. In addition, I certify that the information provided on the application is accurate, complete, and my own work.

Applicant Signature: _____ Date: _____

Please note: Prospective students who have special physical or learning needs are encouraged to contact the Office of the Conaway Achievement Project at 312-369-8132 (or 312-360-0767/TTY) to arrange for any necessary assistance while attending Columbia College Chicago.

Don't forget to include your non-refundable application fee of \$55! Should you have any questions about applying or admission, please direct them to: Director of Graduate Admissions, The Graduate Office, Columbia College Chicago, 600 South Michigan Avenue, Suite 200, Chicago, Illinois 60605-1996. Telephone: 312-369-7260, FAX: 312-369-8047. Email: gradstudy@colum.edu Website: www.colum.edu/graduate. Thank you for your application.