

THE GRADUATE SCHOOL

Columbia

COLLEGE CHICAGO

CHICAGO'S VISUAL, PERFORMING, MEDIA, AND COMMUNICATION ARTS COLLEGE

graduate student-at-large application form

Application Procedure: (1) Fill in all blank spaces and sign the application form. (2) Include (or send under separate cover to the Graduate School Office) all supporting materials and the non-refundable application fee of \$55. (3) Refer to the "Graduate Student-at-large Application and Instructions" for detailed application instructions. (This application is for Graduate Students-at-large only. Degree seeking students and GLCMA students must submit a separate application form. International students are not eligible for Graduate Student-at-large status.) Please be sure to read the instructions carefully before submitting your materials. Until all required materials are received in the Graduate School 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):* _____
3. **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 mailing address at any time, simply contact the Graduate School Office at 312-344-7260.
 Street Address: _____ Apt: _____
 City: _____ State/Province: _____ Postal/Zip Code: _____ Country: _____
4. **Alternate Address:** (if available/applicable) Effective Dates: From: _____ To: _____ Alternate Phone#: _____
 Street Address: _____ Apt: _____
 City: _____ State/Province: _____ Postal/Zip Code: _____ Country: _____
5. **State of legal residence:** _____
6. **Telephone Contacts:** Home Phone # (for mailing address): _____ Cell/Other #: _____
 May we contact you at work? No Yes Work Phone #: _____ Ext: _____
7. **Email and Other Contacts:** Email Address (if available): _____
 FAX # (if available): _____ Web Page (if available): _____
8. **Birthdate:*** Month: _____ Day: _____ Year: _____ City of Birth: _____ State of Birth: _____
9. **Gender:*** Female Male
10. **Marital Status:*** (optional) Single Married Divorced Separated Domestic Partnership
11. **Citizenship:** * Are you a U.S. Citizen? No Yes *If yes, please proceed to question # 12.*
 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.)
If you are not a U.S. Citizen or a permanent resident/immigrant, you do not qualify for Graduate Student-at-large status.

12. 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? +
 Computer-based Score: _____ Date: _____ Paper-based Score: _____ Date: _____

+ Please remember, if you are a **non-native speaker**, 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. With special permission of the Department Chair and the Director of Graduate Admissions, it may be possible to waive the TOEFL or to substitute another requirement in its place.

13. Ethnic Origin:

- American Indian or Alaskan Native Asian or Pacific Islander Hispanic
 African American/Black (Non-Hispanic) White (Non-Hispanic) Other International Student

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 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. **Course Load:** Part-time student (Graduate Students-at-large are officially able to take anywhere from 1 to 6 credit hours during the term admitted. Normally, only one term and no more than a grand total of 6 credit hours as a Graduate Student-at-large is permitted, unless special permission has been granted.)

16a. Entrance Terms & Application Deadlines:

- Fall Semester (most programs begin early Sept. '05 & '06) **Final Deadline:** July 15, 05 (05) & July 14, 06 (06) Year: _____
 Spring Semester (most programs begin in mid-Feb. '05 & Jan. '06) **Final Deadline:** Dec. 1, 04 (05) & Nov. 1, 05 (06) Year: _____
 Summer Semester (most programs begin in June '05 & late May '06) **Final Deadline:** May 2, 05 (05) & Apr. 7, 06 (06) Year: _____
 January Term (See below.++) **Final Deadline:** Dec. 1, 04 (05) & Nov. 1, 05 (06) Year: _____

++Special permission may be granted to take Graduate Student-at-large courses during the January term (a special 3-week semester from early January-late January). Consult with your department to learn whether or not courses are available.

17. Have you ever taken classes at Columbia College Chicago before?

- Received Undergraduate Degree from Columbia No Yes If yes, please check one:
 Participated in Columbia 2 (Continuing Education) Was an Undergraduate Student-at-large
 Current or former Graduate Student at Columbia Was a Graduate Student-at-large
 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. To which graduate program are you seeking admission?

Educational Studies Department (Select only one program below.)

- Elementary Education Art Education Urban Teaching

Selection of Graduate Student-at-large courses is worked out between the student and the graduate department. Not all graduate courses may be available to Graduate Students-at-large. Be sure you consult with your department *before* submitting this application in order to complete this section appropriately and fill in the course or courses below in which you would like to enroll. (The contact number for Educational Studies is 312-344-8147.)

(Please list the 6-digit course #, name and credit hours.)

Course #1: Course #: _____ Course Name: _____ Credit Hrs: _____

Course #2: Course #: _____ Course Name: _____ Credit Hrs: _____

Please note: Educational Studies is the only Department that *officially* offers Graduate Student-at-large status. Under very special/rare circumstances, it may be possible to apply as a Graduate Student-at-large in one of our other departments (Art & Design, Arts, Entertainment & Media Mgt., Creative Writing, Dance/Movement Therapy, Film & Video, Interdisciplinary Arts, Journalism, Photography, Poetry). To obtain permission from one of these other departments, please contact them directly via our main line (312-344-7599) and if approved, submit your application to the Graduate School Office together with a written permission letter with the signature of the Graduate Coordinator or Chair. (A copy of an email sent directly from the department to the Director of Graduate Admissions will also suffice.)

20. How did you find out about Columbia College Chicago's Graduate School?

- Received Undergraduate Degree from Columbia
- Current Columbia College Chicago student
- Participated in Columbia 2 (Continuing Education)
- Current or former Graduate Student at Columbia
- Advertisement (Please specify) _____
- Graduate Fair (Please specify) _____
- Columbia Faculty/Staff (Please specify) _____
- Was an Undergraduate Student-at-large
- Was a Graduate Student-at-large
- Open House
- Graduate Guide Book
- Internet (Please specify) _____
- Word of Mouth
- Other: _____

21. What other graduate schools and programs are you considering?

Name of School	State	Name of specific Program/Degree
a. _____		
b. _____		

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. Use *reverse* chronological order, beginning with the most recent. (If you need more space, please attach an additional sheet.) For Graduate Students-at-large, we **require** at least an official copy of a Bachelors degree transcript, but we would appreciate receiving any other transcripts verifying higher degrees or other coursework as well. The degree must be posted on the transcript we receive. (An *official* transcript is required, however, we can begin processing your application with an unofficial copy.)

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: APPLICATION MATERIALS INCLUDED/APPLICANT CHECKLIST

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

Name of item	Details about item(s)	Item included?	Item sent under separate cover?
Graduate Student-at-large Application Form	(This form.) (Don't forget to complete every section and to sign it before you submit it to the Graduate School Office, 600 S. Michigan Ave., Suite 200, Chicago, IL, 60605	<input type="checkbox"/>	<input type="checkbox"/>
Non-refundable \$55 Application Fee	(Please make checks or money orders payable to "Columbia College Chicago". Be sure to write your Social Security # 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 School Office at 312-344-7260. Please do not pay the fee online.)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Statement		<input type="checkbox"/>	<input type="checkbox"/>
Resume		<input type="checkbox"/>	<input type="checkbox"/>
Transcripts:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>

