

Thank you for filling out the on-line application

Here are some instructions to help you through the process.

Columbia

COLLEGE CHICAGO

INNOVATION IN THE VISUAL, PERFORMING, MEDIA,
AND COMMUNICATION ARTS

Instructions and Deadlines For Priority Consideration

Admissions files must be completed and received by:

Term of Interest	Priority Deadline
Fall 2007 term	May 1
Spring 2008 term	November 15
Summer 2008 term	April 15

Late Applications

In some cases, students who apply after the published deadlines may be considered for admission. Late applicants are required to submit all of their official transcripts at the same time that they submit all of their application materials, in order to allow sufficient time for an admissions decision to be made.

Note: *Applying after the priority deadline often means that students will have missed important orientation sessions or financial aid deadlines. Because this can have a detrimental effect on a student's first semester, students are advised to consider carefully whether it is in their best interest to begin classes at that time. Students who are admitted may defer admission to the following semester by contacting the Office of Undergraduate Admissions.*

Admissions Decisions

An Admissions Review Committee evaluates all completed applications for admission to the College. Students will be notified of their admissions decisions within 2 to 4 weeks of the completion of their admissions file.

Students whose application materials suggest they are likely to be under-prepared to meet the college's standards will be required to participate in the College's Bridge Program. Students who are required to participate in the Bridge Program must successfully complete the program before they can be admitted to the college. Students whose application materials suggest that they would be inordinately challenged by the college's curriculum will be denied admission.

Scholarship Deadline

Columbia College offers a limited number of merit scholarships for full-time students who begin their studies in the Fall term. These are competitive scholarship programs, some of which require a separate application form available through the Admissions Office at www.colum.edu/scholarships. The deadline to apply for these institutional scholarships is February 15th.

Other forms of financial assistance may be available through the traditional financial aid process. Students are encouraged to apply as early as possible at www.fafsa.ed.gov. Additional information on financial aid is available from the Office of Student Financial Services at www.colum.edu/sfs.

On-Campus Housing

New freshmen students who live beyond a "commutable" distance are expected to live on campus. Living on campus is an important part of the complete college experience for freshmen. College housing is located only steps away from the main campus buildings, and provides students a nurturing support system through which to navigate college life in the city of Chicago.

Although a housing application is sent to freshmen students as part of their acceptance to the college, students may apply for housing even before they are fully admitted to the college. If you wish to apply for housing early, you may access the housing application on-line at www.colum.edu/apply, or you may request a housing application by calling the Admissions Office at 312-344-7130.

Because housing is limited, please submit your housing application as early as possible.

Local freshmen students and transfer students are also invited to apply for on-campus housing.

Returning Students

Columbia College Chicago students who interrupt their studies for one full academic year or longer must complete a re-enrollment form in the Office of Undergraduate Admissions upon their return. Upon re-enrollment, the student must meet the academic program and degree-completion requirements that are in place at the time of re-enrollment and must meet with an Academic Advisor prior to registration to have his or her transcripts and requirements assessed.

Please Note:

INTERNATIONAL STUDENTS

International students can apply on-line or download a PDF of the application at www.colum.edu/apply. Please contact the Office of International Student Admissions for an International Student Application at 312-344-7458, or email intladmissions@colum.edu for more information.

NON-DEGREE SEEKING STUDENTS

Please contact the Office of Undergraduate Admissions for a Student-at-Large Application, or download one at www.colum.edu/apply.

A Complete Admission Application must include:

1. Completed Columbia College Chicago Undergraduate Admissions Application form (including your essay)

There is a \$35 non-refundable application fee (check or money order payable to Columbia College Chicago). Please include your full name and Social Security Number on your check. PLEASE DO NOT MAIL CASH.

2. Official transcripts sent to the Columbia College Chicago Office of Undergraduate Admissions.

HIGH SCHOOL APPLICANT

Have your most recent and/or final transcript sent by your school.

If you have taken the ACT or SAT, and your scores are not on your transcript, please arrange to have your test results forwarded separately to the Admissions Office. Although the ACT or SAT is not required for admission to Columbia College Chicago, these tests are valuable tools for advising new students. In many cases ACT scores may be used as an alternative to the College's assessment test. All students are strongly urged to complete one of these tests while they are in high school.

GED APPLICANT

Have an official copy of your GED test results (including your scores) sent from the testing agency (certificates of GED completion are not acceptable).

HOME-SCHOOLED APPLICANT

Have an official copy of your transcript sent from a state-recognized home school.

TRANSFER APPLICANT

Have all previous official college transcript(s) and final high school transcript or GED test results (including your scores) sent. There is no minimum required number of transfer hours.

POST BACCALAUREATE CERTIFICATE OF MAJOR

Submit the official college transcript on which your first degree is posted. **Note:** *Students applying for a Post Baccalaureate Certificate of Major are required to fill out the online application ONLY! www.colum.edu/apply*

Please Note:

If you have attended a high school or college/university outside of the United States, you must have your credentials evaluated by a credential evaluation agency such as Education Credential Evaluators, Inc. (ece.org) or World Education Services (wes.org).

Credential evaluation agencies will convert educational documents into their U.S. equivalent. You must also submit your original transcript with a certified English translation.

3. **One letter of recommendation** from an instructor, guidance counselor or other individual who is qualified to comment on your potential to complete college level work in an arts and communications curriculum. Please be sure your full name and Social Security Number appear on the letter. Additional letters of recommendation are welcomed.

Please Note:

If your transcripts or letter of recommendation are mailed separately by your school(s) and/or instructors, please be sure that you give them proper mailing instructions. Your admission file is considered ready for review only when you have submitted your application and the Columbia College Chicago Office of Undergraduate Admissions receives your essay, transcripts, and letter of recommendation. While it is not necessary to submit all of these materials together, doing so enables the College to process your application more efficiently.

4. **Immunization Records:** Students are required to submit records showing proof of specific immunizations as follows: one tetanus/diphtheria shot within the last ten years, two separate measles shots during your lifetime, one rubella shot and one mumps shot. Students born prior to January 1, 1957 and students enrolled in fewer than six credit hours are exempt from complying with this law, Illinois Public act #85-1315.

If you need additional time to complete your immunizations or to retrieve your immunization records, you may submit them separately at a later date. You should not wait or delay submitting your application, transcripts and letter of recommendation in this case. All students are required to have their complete immunization record on file prior to registration.

5. **Return your completed application form, essay, transcripts, letter of recommendation and \$35 application fee (payable to Columbia College Chicago) to:**

**COLUMBIA COLLEGE CHICAGO
OFFICE OF UNDERGRADUATE ADMISSIONS
600 SOUTH MICHIGAN
CHICAGO, IL 60605-1996**