

INSTRUCTIONS AND APPLICATION PROCEDURES

Priority Admissions
Deadline - **January 1**
Regular Admissions
Deadline - **April 15**

Application to WILBERFORCE



UNIVERSITY CODES
FAFSA - 003141
ACT - 3360
SAT/ETS - 1906

Office of Admissions
800.367.8568
Office of Financial Aid
800.367.8565
www.wilberforce.edu

Freshman Admission/ High School Preparation

Wilberforce University will consider the following criteria for Freshman Admissions:

1. A high school grade point average of 2.0 or above.
2. Completion of a minimum of 15 units of credit in the following high school courses:
 - 4 units of English
 - 2-3 units of mathematics
 - 2 units of social science
 - 3-5 units of additional courses(These units should include some combination of foreign language, computer science, fine arts, laboratory science, or further courses in the above mentioned areas.)
3. Submission of your scores from the American College Test (ACT) or Scholastic Aptitude Test (SAT). (This may already be on your H.S. transcript.)
4. A complete typewritten essay titled "What Goals I Plan to Accomplish Through a College Education." (The essay should be a minimum of five paragraphs)
5. Two letters of recommendation. (The letters should be from a teacher, guidance counselor, other school administrator such as, principal, dean, or religious leader/pastor)

All applicants are evaluated individually. Wilberforce University requests the aforementioned materials to ensure that applicants are considered for admissions on the basis of a diverse set of criteria. Standardized test scores and high school grade point averages may be used to place students in appropriate freshmen level courses.

Freshman Admission Application Procedures

Please read these instructions carefully before completing and mailing the application form.

1. Complete the enclosed application. Write clearly and legibly. Failure to complete ALL information requested on the attached application will delay the processing of your application.
2. Submit your typewritten essay and two letters of recommendation with your completed application.
3. Include a \$25.00 non-refundable application fee (check or money order only), payable to Wilberforce University. (We recommend that you attach this to the application.)
4. Have your secondary school counselor forward your official high school transcript showing grades received in all courses from the 9th grade on and class rank if applicable. (As a courtesy to the recommender, you may want to provide a stamp addressed envelope with your request for a recommendation.) Or, you may personally send in your official transcript with your completed admissions materials provided that it is in a sealed envelope with the counselor's signature written across the seal.
5. Forward your ACT results or SAT results to Wilberforce University. (This may already be on your high school transcript). Make sure

you have your scores reported to Wilberforce University every time you take a standardized test. List the school code for Wilberforce on your test. The codes are listed here for your convenience:

School Code for the ACT	3360
School Code for the SAT/ETS	1906

6. Mail or deliver your application, fee and supporting materials to:
The Office of Admissions
Wilberforce University
P.O. Box 1001
Wilberforce, OH 45384-1001

Please note: The Office of Admissions encourages submissions of completed Admissions materials (completed application, fee, official transcript, test scores, two letters of recommendation, and essay) to ensure an expedited response on your standing as a candidate for Admissions to Wilberforce University.

Transfer Application Procedures

All high school graduates who have attended post-secondary institutions, colleges or universities are considered transfer students:

1. Complete the enclosed Admissions Application.
2. In certain cases, an official high school transcript may be required. You will be notified by the Office of Admissions if said requirements are needed.
3. Submit official transcripts from each post-secondary institution, college, or university attended. Note: Transfer students are required to be in good academic standing, have a cumulative GPA of 2.0 or better and be re-admissible to their previously attended institution.
4. Attach a \$25.00 nonrefundable application fee (check or money order payable to Wilberforce University) to your application.
5. Forward your application, fee, and supporting credentials to:
The Office of Admissions
Wilberforce University
P.O. Box 1001
Wilberforce, OH 45384-1001

Additional Requirements for Students

1. G.E.D. test result. If you withdrew from high school prior to graduation, submit an official high school transcript recording grades to the point of withdrawal and an official G.E.D. test result.
2. If you graduated from high school one or more years ago, and have not attended any post-secondary institution, please provide us with a statement regarding what you have been doing since you last attended high school.
3. International students must submit their score from the Test of English as a Foreign Language (TOEFL).

Additional Requirements for Students - continued

Financial Aid Applicants: If you would like to be considered for financial aid, including scholarships, you must complete the FAFSA (Free Application for Federal Student Aid). You can apply electronically at www.fafsa.ed.gov.

The school code for Wilberforce is 003141. Please remember to add our school code to your FAFSA so that we may receive your information.

INTENDED FIELD OF STUDY

Directions: Please review the following list of possible fields of study. Then fill in your intended field in the spaces provided on question 19 of the admissions application.

Professional Studies

Business and Economics:

Accounting
Management
Marketing

For all other academic offices, please contact 937.708.5685.

Academic Support Services
937.708.5648

Natural Science:

Biology
Health Services Administration

Arts and Sciences
937.708.5651

Engineering and Computer Science:

Computer Science
Computer Information Systems
Computer Engineering
Electrical Engineering

Professional Studies
937.708.5620

Arts and Sciences

Humanities:

Literature
Mass Media/Communications
Music - Composition
Music - Piano
Music - Theory
Music - Voice

Social Sciences:

Political Science
Psychology (BA)
Psychology (BS)
Rehab Services (Generalist)
Rehab Services (Mental Health)
Social Work
Sociology (BA)
Sociology (BS)

RELIGIOUS AFFILIATION

Please look over the following list of possible religious affiliations. Then write in your affiliation in the space provided on question 14 of the application.

African Methodist Episcopal
African Methodist Episcopal Zion
Apostolic
Bahai
Baptist
Catholic
Christian Methodist Episcopal
Church of Christ
Church of God
Church of God in Christ
Disciples of Christ
Episcopal
Islam
Jehovah's Witness
Jewish
Lutheran
Missionary Baptist
Pentecostal
Presbyterian (USA)
Primitive Baptist
Protestant
Seventh Day Adventist
United Church of Christ
United Methodist
Other
Not Declared

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WILBERFORCE

APPLICATION FOR ADMISSION

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Early Admissions Deadline - **January 1**

Regular Admission Deadline - **April 15**

Type of Application: Freshman Transfer

Applying for term beginning: Fall Term, August 20____
 Spring Term, January 20____

PLEASE SELECT DESIRED PROGRAM

Undergraduate Program Graduate Program
 STEP-UP Program

1. Name _____
last name first middle

2. Address _____
number street apt. #

city state zip ()
phone number

3. Cell Phone () _____

4. E-Mail Address _____

5. Name of Father/Guardian (circle one) _____
last name first middle occupation

6. Name of Mother _____
last name first middle occupation

7. Name of Spouse (if married) _____
last name first middle occupation

8. Family Members who are WU Alumni _____
name relationship

9. Who Referred You? _____
name relationship

10. Student Citizenship _____

Your response to the following questions will be kept confidential and will not be used to deny access or admission.
This information will assist the University in providing data to demonstrate compliance with federal regulations.

11. Date of Birth _____
month date year sex

12. Race/Ethnic Group American/Indian Asian African-American
 Hispanic White Other

13. Special Needs Hearing Impairment Motor or Physical Impairment
 Visual Impairment Other: _____

14. Religious Affiliation (please list the name of your church, mosque, or temple & the city) _____

15. Current High School _____
school name address

city state zip date of graduation

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16. Have you ever been convicted of a felony? _____

17. Transfer applicants please list the college or university most recently attended.

school	address			
city	state	zip	from	to

18. Do you desire university housing? Yes No
If No, Check one: Commute Resident Off Campus

SPECIAL INTEREST INFORMATION

This section of the _____ and your interests. Please take the opportunity to complete this section as counselors pay close attention to responses.

19. Intended field of study (See list on page A2) _____

20. Extracurricular Activities: Please check activities in which you are currently involved.

- | | | | |
|--|--|---|--|
| Athletics | Special Interests | Student/Community Organizations | |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Band/Orchestra Instrument | <input type="checkbox"/> Student Government | <input type="checkbox"/> Gospel Choir |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Cheerleader | <input type="checkbox"/> Honor Society | <input type="checkbox"/> Poetry Society |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Drum Line | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Martial Arts |
| <input type="checkbox"/> Intramural Basketball | <input type="checkbox"/> Choir | <input type="checkbox"/> Yearbook | <input type="checkbox"/> ROTC |
| <input type="checkbox"/> Intramural Football | <input type="checkbox"/> Debate | <input type="checkbox"/> Fraternity | <input type="checkbox"/> Study Abroad |
| | <input type="checkbox"/> Dance | <input type="checkbox"/> Sorority | <input type="checkbox"/> INTERNATIONAL Student Association |
| | | <input type="checkbox"/> Ministry | |

Other _____

Please list some of the books you have read recently (indicate if read for school or pleasure) _____

Please list the magazines and/or newspapers that you read _____

Please list any movies, musicals, concerts, or stage performances that you have attended _____

Please list any honors or awards you have received _____

I certify that the information I have provided on this application and in all other admissions materials is accurate and true to the best of my knowledge. I understand that I must submit my final official high school transcript upon graduation (or my official satisfactory, G.E.D. result) and if I am a transfer applicant, all final post-secondary transcripts. I understand that the University may prevent my registration and/or graduation from the University should these documents not be provided.

21. _____
signature of applicant date

Wilberforce University does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, or handicapped status.



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REQUEST FOR TRANSCRIPT

Office of Admissions
Wilberforce University
P.O. Box 1001
Wilberforce, OH 45384-1001

Dear Prospective Wilberforcean:

This form is a request for your high school counselor to send your official high school transcript to Wilberforce University. Please sign the attached form and have your parent or legal guardian sign, then ask your counselor to send the transcript directly to Wilberforce University.

-- Admissions Staff

(Please return with transcript)

REQUEST FOR TRANSCRIPT

Dear High School Counselor:

Please forward a copy of my official high school transcript showing grades received in all courses since ninth grade to the Office of Admissions, Wilberforce University, P.O. Box 1001, Wilberforce, Ohio 45384-1001. Upon successful completion of my senior year, an official copy of my final transcript should also be forwarded to the above address.

My parent or legal guardian and I hereby authorize release of these transcript(s) to Wilberforce University.

student name (please print)

signature

date

parent/legal guardian signature

date

FOR COUNSELOR'S USE:

name of high school

city

state

zip

counselor's name

date

comments

Application Scholarship Program

The Wilberforce University Academic Scholarship is awarded to a limited number of high school graduates with outstanding academic records. The scholarship is designed to assist students in paying for tuition and is awarded for the initial year (two semesters). Awards are renewed only upon application and maintenance of a cumulative grade point average of 3.0 or better.

To qualify for an Academic Scholarship, the following criteria must be met by the candidate:

1. Graduation from an accredited high school
2. Provide a transcript with the following number of acceptable units (12-15) which should include the following:
 - (a) English (4)
 - (b) Mathematics (including algebra) (2-3)
 - (c) Social Studies (including U.S. history) (2)
 - (d) Science (including general science and one laboratory science) (2-3)
 - (e) Electives (3-4)
3. Rank in the upper third of the high school graduation class with a cumulative GPA of not less than 3.25.
4. Submission of all financial aid forms and supporting documents by deadline as required by the University's Office of Student Financial Services.

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SCHOLARSHIP INFORMATION

Presidential Merit Scholarship

Amount: Full tuition

Selection Criteria: For entering freshmen only. Awards are given on a first-come, first-serve basis to applicants with a 3.75 or higher GPA.

Application Process: Freshmen must submit a completed Undergraduate Application and FAFSA with required materials by **March 15**. No additional scholarship application is required.

Renewal: This scholarship is renewed each year with a minimum cumulative GPA of 3.50.

Presidential Excellence Scholarship

Amount: Half tuition (approximately \$5,390)

Selection Criteria: For entering freshmen and transfer students only. Awards are given on a first-come, first-serve basis to applicants with a 3.50 or higher GPA.

Application Process: Candidates must submit a completed Admissions Application and FAFSA with required materials by **March 15**. No additional scholarship application is required.

Renewal: This scholarship is renewed each year with a minimum cumulative GPA of 3.25.

WU Academic Scholarship

Amount: \$2,500

Selection Criteria: For entering freshmen and transfer students only. Awards are given on a first-come, first-serve basis to applicants with a 3.25 or higher GPA.

Application Process: Candidates must submit a completed Admissions Application and FAFSA with required materials by **March 15**. No additional scholarship application is required.

Renewal: This scholarship is renewed each year with a minimum cumulative GPA of 3.00.

Communication Excellence Scholarship

Amount: \$2,500 (Freshman/Sophomore Year)

Selection Criteria: For entering freshman students only. Awards are given to incoming freshman students who select Mass Media Communication as their major and have a 2.50 GPA or higher.

Application Process: Candidates must submit a completed admissions application and FAFSA with required materials by **March 15**.

Renewal: This scholarship is renewable for the student's sophomore year only with a minimum cumulative GPA of 2.5.

WU Faith-Based Scholarship

Amount: \$2,000 (Pending Approval)

Selection Criteria: A renewable faith-based scholarship ranging from \$500-\$2,000 awarded to entering freshmen and transfer students who receive a pastoral recommendation from their sponsoring church. Awards will be determined after other institutional, state and federal awards are applied. A cumulative GPA of 2.50 or above is required.

Application Process: Candidates must submit a pastoral recommendation along with their completed Admissions Application and FAFSA.

Renewal: This scholarship is renewed each year with a minimum cumulative GPA of 2.00.

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APPLICATION CHECKLIST

- Application: _____
date completed _____ date mailed _____
- Transcript: _____
date submitted _____ mailed (yes/no) _____
- FAFSA: _____
date completed _____ date mailed _____
- Essay: _____
date completed _____ date mailed _____
- 1st Letter of Recommendation: _____
requested from _____ mailed (yes/no) _____
- 2nd Letter of Recommendation: _____
requested from _____ mailed (yes/no) _____
- ACT/SAT Scores: _____
date submitted _____ mailed (yes/no) _____
- Final Official Transcript:
High School or College _____
date submitted _____ mailed (yes/no) _____
- Housing Contract: _____
date completed _____ date mailed _____
- Housing Deposit: _____
amount needed (\$225.00) _____ date mailed _____
- Health Record: _____
requested from _____ mailed (yes/no) _____

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