



**HIGH SCHOOL HISTORY** - List all high schools attended beginning with the *most recent*.

<u>High School Name</u>	<u>City and State</u>	<u>Attendance Dates</u>	<u>Graduation Year</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Will your high school transcripts be under additional or different name(s)? If yes, provide name(s): \_\_\_\_\_

Did you earn your GED?  Yes  No GED test center name: \_\_\_\_\_

\_\_\_\_\_

*GED Test Center City State ZIP*

**COLLEGE/UNIVERSITY HISTORY**

List all colleges and/or universities attended beginning with the *most recent*. **Freshmen applicants** should list any institution attended while in high school.

<u>Post-Secondary Institution Name</u>	<u>City and State</u>	<u>Attendance Dates</u>	<u>Graduation Year</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

Have you ever been found responsible for a disciplinary violation at an educational institution you have attended whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?  Yes  No

If yes, please explain: \_\_\_\_\_

Will your college/university transcripts be under additional or different name(s)? If yes, provide name(s): \_\_\_\_\_

**MILITARY INFORMATION**

Are you a veteran or on active duty?  Veteran  Active Duty  Not Applicable

Are you a dependent of a veteran?  Yes  No

If you are a veteran, are you receiving veteran's benefits?  Yes  No

What branch of the military did you serve or are currently serving?  Air Force  Army  Coast Guard  
 Marines  Navy

**CRIMINAL BACKGROUND INFORMATION**

Have you ever been convicted of a misdemeanor, felony or other crime?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**ADMISSIONS INFORMATION**

**Entry Status**

- Freshman     Readmit  
 Transfer     Dual Enrollment  
 Post-Baccalaureate

**Entry Term**

- Spring (January) 2010  
 Summer (May/June) 2010  
 Fall (August) 2010

**Housing Preference**

- On Campus  
 Off Campus

**INTENDED MAJOR**

Select **one** major or concentration if applicable. **Undecided** will be the designated major if multiple majors are selected.

- |  |  |
|--|--|
| <p><input type="checkbox"/> Applied Arts ** (Capstone)</p> <p><input type="checkbox"/> Accounting</p> <p><input type="checkbox"/> Advertising/Public Relations (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Advertising</p> <p style="padding-left: 20px;"><input type="checkbox"/> Public Relations</p> <p><input type="checkbox"/> Applied History</p> <p><input type="checkbox"/> Behavioral Sciences (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Industrial Social Work</p> <p style="padding-left: 20px;"><input type="checkbox"/> Social Work</p> <p style="padding-left: 20px;"><input type="checkbox"/> Sociology</p> <p><input type="checkbox"/> Biological Sciences (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Environmental Health</p> <p style="padding-left: 20px;"><input type="checkbox"/> General Biology</p> <p><input type="checkbox"/> Biotechnology</p> <p><input type="checkbox"/> Biotechnology * (Capstone)</p> <p><input type="checkbox"/> Broadcasting (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Radio/Television</p> <p style="padding-left: 20px;"><input type="checkbox"/> On Camera</p> <p><input type="checkbox"/> Business Management (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> E-Business</p> <p style="padding-left: 20px;"><input type="checkbox"/> General Management</p> <p style="padding-left: 20px;"><input type="checkbox"/> International Business</p> <p style="padding-left: 20px;"><input type="checkbox"/> Marketing</p> <p><input type="checkbox"/> Cinema and Digital Arts (<i>portfolio submission required</i>)</p> <p><input type="checkbox"/> Civil Engineering Technology</p> <p><input type="checkbox"/> Criminal Justice</p> <p><input type="checkbox"/> Criminal Justice * (Capstone)</p> <p><input type="checkbox"/> Dance (<i>audition required</i> - select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Ballet</p> <p style="padding-left: 20px;"><input type="checkbox"/> Jazz</p> <p style="padding-left: 20px;"><input type="checkbox"/> Modern</p> <p><input type="checkbox"/> Dance Pedagogy (<i>freshmen applicants cannot apply - audition required</i>   select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Ballet</p> <p style="padding-left: 20px;"><input type="checkbox"/> Jazz</p> <p style="padding-left: 20px;"><input type="checkbox"/> Modern</p> <p><input type="checkbox"/> Digital Media</p> <p><input type="checkbox"/> Economics and Finance</p> <p><input type="checkbox"/> Early Childhood Education</p> <p><input type="checkbox"/> Elementary Education</p> <p><input type="checkbox"/> Elementary Education with a Theatre Arts concentration (<i>audition required</i>)</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> English with Creative Writing concentration</p> <p><input type="checkbox"/> Environmental Health Science and Protection</p> <p><input type="checkbox"/> Electrical Engineering Technology</p> <p><input type="checkbox"/> Forensic Science</p> | <p><input type="checkbox"/> Global Cultural Studies</p> <p><input type="checkbox"/> Health Services ** (Capstone - select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Business Administration</p> <p style="padding-left: 20px;"><input type="checkbox"/> Public Health</p> <p><input type="checkbox"/> Human Resources Management</p> <p><input type="checkbox"/> Human Resources Management * (Capstone)</p> <p><input type="checkbox"/> Information Technology (Computer Science)</p> <p><input type="checkbox"/> Instructional Studies</p> <p><input type="checkbox"/> Intelligence and National Security</p> <p><input type="checkbox"/> Interdisciplinary Studies</p> <p><input type="checkbox"/> Journalism and Mass Communication (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Journalism</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mass Communication</p> <p><input type="checkbox"/> Legal Studies * (Capstone)</p> <p><input type="checkbox"/> Liberal Studies</p> <p><input type="checkbox"/> Liberal Studies * (Capstone)</p> <p><input type="checkbox"/> Management Services * (Capstone)</p> <p><input type="checkbox"/> Mechanical Engineering Technology</p> <p><input type="checkbox"/> Photography</p> <p><input type="checkbox"/> Photojournalism</p> <p><input type="checkbox"/> Political Science (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Government and Law</p> <p style="padding-left: 20px;"><input type="checkbox"/> International Studies</p> <p><input type="checkbox"/> Psychology (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Child</p> <p style="padding-left: 20px;"><input type="checkbox"/> Clinical</p> <p style="padding-left: 20px;"><input type="checkbox"/> Forensic</p> <p><input type="checkbox"/> Public Administration</p> <p><input type="checkbox"/> Secondary Education (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Biological Sciences</p> <p style="padding-left: 20px;"><input type="checkbox"/> Citizenship</p> <p style="padding-left: 20px;"><input type="checkbox"/> English</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mass Communication</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Specialized Professional Studies/Funeral Service (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Environmental Health</p> <p style="padding-left: 20px;"><input type="checkbox"/> Business Administration</p> <p><input type="checkbox"/> Sport, Arts and Entertainment Management</p> <p><input type="checkbox"/> Theatre Arts (select a concentration):</p> <p style="padding-left: 20px;"><input type="checkbox"/> Acting (<i>audition required</i>)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Musical Theatre (<i>audition required</i>)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Stage Management (<i>interview required</i>)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Technical Theatre/Design (<i>interview required</i>)</p> <p><input type="checkbox"/> Undecided</p> |
|--|--|

\* Requires completion of an associate degree  
 \*\* Requires completion of an associate degree in specialized studies

**EXTRACURRICULAR ACTIVITIES**

List participation in special events, school clubs and organizations such as band, athletics, yearbook, etc. You may include this portion on a separate sheet of paper with your application or send it as an addendum to your application separately at a later time. You may sent it via email to [enroll@pointpark.edu](mailto:enroll@pointpark.edu) or mail it to the address listed on the detachable portion of the application.

<u>Activity</u>	<u>Position(s) Held or Scope of Participation</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

**COMMUNITY/VOLUNTEER ACTIVITIES**

Examples of community/volunteer activities include coaching a Little League Baseball team, participation in community beautification projects, visiting/caring for the elderly and involvement in organizations such as Big Brothers/Big Sisters and YMCA/YWCA. You may include this portion on a separate sheet of paper with your application or send it as an addendum to your application separately at a later time. You may sent it via email to [enroll@pointpark.edu](mailto:enroll@pointpark.edu) or mail it to the address listed on the detachable portion of the application.

<u>Activity</u>	<u>Position(s) Held or Scope of Participation</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

**HONORS/RECOGNITION AWARDS**

List any honors earned or awards received. Examples of honors and awards include Pennsylvania’s Outstanding Young Woman, Who’s Who Among American High Schools, Hugh O’Brien Youth Foundation (HOBY), Phi Theta Kappa and National Honor Society. You may include this portion on a separate sheet of paper with your application or send it as an addendum to your application separately at a later time. You may sent it via email to [enroll@pointpark.edu](mailto:enroll@pointpark.edu) or mail it to the address listed on the detachable portion of the application.

<u>Honor/Award</u>	<u>Date Received</u>
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

**PERSONAL ESSAY - USED TO EVALUATE APPLICANTS FOR DEPARTMENT SCHOLARSHIPS**

Refer to the **Personal Essay** section on the detachable portion of the application for additional information. You may include your essay on a separate sheet of paper with your application or send it as an addendum to your application separately at a later time. You may sent it via email to [enroll@pointpark.edu](mailto:enroll@pointpark.edu) or mail it to the address listed on the detachable portion of the application.

**NOTICE OF NON-DISCRIMINATION**

Point Park University does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, disability, veteran status, sexual orientation, marital status, or familial status, in the administration of any of its educational programs, activities, or with respect to employment or admission to the University’s educational programs and activities. This policy is in accord with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Discrimination Act of 1975. Inquiries regarding these regulations, policies, or complaints of discrimination should be referred to the Human Resources Officer, 2nd floor, Thayer Hall, telephone number 412-392-3952. Inquiries regarding Title IX and the Title IX regulations can also be referred to the Human Resources Officer as the Title IX coordinator.

I understand that I have applied to Point Park University for full-time (12 credits or more per semester) undergraduate admissions.  
I certify that I have answered all questions accurately and to the best of my ability.

\_\_\_\_\_  
*Applicant’s Signature*

\_\_\_\_\_  
*Date*

***Detach and keep section for your records.***

## Application for Admissions Instructions and Checklist

**POINT PARK**  
UNIVERSITY

Thank you for your interest in Point Park University. **Point Park does not have an application deadline. However, you are strongly encouraged to apply early.** The University offers personalized attention to every applicant. Therefore, a timely acceptance decision will be made upon receipt of all application materials.

### **REQUIRED APPLICATION SUPPORTING DOCUMENTATION**

- Each application for admissions requires specific supporting documentation so an admissions decision can be made.
- If these documents **are not** readily available at the time of application, they may be sent under separate cover to the address on the back of this form.
- **Faxed, scanned, photocopied and student-issued transcripts are not official.** Official transcripts have an official school seal or statement indicating no seal and a graduation date and degree earned if applicable. Transcripts are to be signed by and mailed from a guidance counselor's office or registrar's office to Point Park University.
- If applicant hand-delivers transcripts directly to the Office of Admissions, documents must be in a sealed envelope from the issuing institution.

### **Freshmen Applicants Must Send:**

- 1) Completed application form with **nonrefundable \$40 application fee** made payable to Point Park University (*\$40 application fee is not required if applying online.*)
- 2) Official SAT and/or ACT results
- 3) Official high school transcripts or G.E.D. results
- 4) Official college transcript if taking college-level courses while in high school
- 5) All applicants except for dance, theatre arts, and cinema and digital arts majors **MUST submit a personal essay to be considered for department scholarships.** Conservatory applicant's audition and/or interview are used as criteria for awarding conservatory scholarships and apprenticeships.

### **Transfer and Post-Baccalaureate Applicants Must Send:**

- 1) Completed application form with **nonrefundable \$40 application fee** made payable to Point Park University (*\$40 application fee is not required if applying online.*)
- 2) Official transcript from all colleges and/or universities attended
- 3) Official high school transcripts or G.E.D. results
- 4) All applicants except for dance, theatre arts, and cinema and digital arts majors **MUST submit a personal essay to be considered for department scholarships.** Conservatory applicant's audition and/or interview are used as criteria for awarding conservatory scholarships and apprenticeships.

### **Readmit Applicants Must Send:**

- 1) Completed application form with **nonrefundable \$40 application fee** made payable to Point Park University (*\$40 application fee is not required if applying online.*)
- 2) Official transcripts from all colleges and/or universities attended after Point Park if applicable
- 3) Completed Readmission Clearance Form provided by the Office of Admissions

### **Dual Enrollment Applicants:**

#### **Admissions Requirements:**

Dual enrollment applicants must have attained junior or senior status, a minimum 3.30 cumulative grade point average in college preparatory courses **OR** a combined SAT score of 1650.

#### **Application Requirements:**

- 1) Completed application form with **nonrefundable \$40 application fee** made payable to Point Park University (*\$40 application fee is not required if applying online.*)
- 2) Official high school transcript
- 3) Letter of approval from high school guidance counselor or college counselor
- 4) Signed parental/guardian permission form if applicant is under 18 years of age

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# ***Detach and keep section for your records.***

## **PERSONAL ESSAY**

All applicants are encouraged to submit a personal essay. All applicants except for dance, theatre arts, and cinema and digital arts majors **MUST submit a personal essay to be considered for department scholarships.** Essay topics can be writing samples (this includes school work), a life-changing experience, or anything that you believe will help the Admissions Committee gain a better understanding of you. Please include your essay on a separate sheet of paper with your application or send your essay as an addendum to your application separately at a later time. Mailing and email addresses are listed on the next page. Guidelines for department scholarship consideration is as follows:

### **School of Business**

School of Business faculty review applicants for scholarships using the applicants' high school or college academic performance (GPA and SAT and/or ACT results) as determining factors for awarding scholarships.

### **School of Communication**

To be considered for a department scholarship, School of Communication applicants must submit the following:

- an essay about their department major choice (journalism, mass communication, digital media, broadcasting, advertising and public relations, photography, photojournalism) and....
- 10 or less nonreturnable samples of their writing, broadcasting, advertising and public relations, or photography work

Journalism faculty also take into consideration applicants' prior journalistic experience.

### **Conservatory of Performing Arts**

The applicant's audition (dance or theatre) or interview (stage management, technical theatre/design, and cinema and digital arts programs) is used as criteria for awarding a conservatory department scholarship. However, submission of a personal essay is encouraged.

### **School of Arts and Sciences - Criminal Justice and Intelligence Studies**

To be considered for a Criminal Justice and Intelligence Studies department scholarship, applicants must submit an essay about their major of choice: criminal justice, intelligence and national security, or forensic science. The faculty gives particular attention to the essay which should include the future career goals of the student.

### **School of Arts and Sciences - Education Department**

To be considered for a department scholarship, Education department applicants must submit an essay about the following:

- the education major choice or...
- a person or situation that has most influenced the direction of their life

Education faculty take into consideration applicants' extracurricular activities as they relate to preparing for teacher excellence.

### **School of Arts and Sciences - Humanities and Human Sciences**

Humanities and Human Sciences department faculty awards scholarships based on the following criteria:

- previous academic excellence
- outstanding achievement in support of or beyond usual academic endeavors
- submitted essays/writing samples
- distinction in societal or community contributions
- evidence of originality and creativity

### **School of Arts and Sciences - Natural Sciences and Engineering Technology**

For applicants to be considered for a Natural Sciences and Engineering Technology department scholarship, department faculty will carefully review the following:

- applicants' academic records
- personal essay
- letters of reference/recommendation (three minimum)

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## ADMISSIONS CHECKLIST

<u>Items Submitted and/or Actions Taken</u>	<u>Date Completed/Submitted</u>	<u>Date Received/ Confirmed by Point Park</u>
1) Application for Admissions	____/____/____	____/____/____
2) Official high school transcripts or G.E.D. results	____/____/____	____/____/____
3) Official college and/or university transcripts	____/____/____	____/____/____
4) Official SAT and/or ACT results	____/____/____	____/____/____
5) Essay and/or letters of recommendation	____/____/____	____/____/____
6) Dance or theatre audition scheduled	____/____/____	____/____/____
7) Stage management or technical theatre/design interview scheduled	____/____/____	____/____/____
8) Portfolio for cinema and digital arts	____/____/____	____/____/____

## WHAT HAPPENS NEXT?

After you submit your application, you will be a few steps closer to becoming a Point Park University student! Here's what you can anticipate happening next in the admissions process:

- Prospective conservatory students should schedule their audition or interview, or submit their portfolio.
- Check your application status online! Receive your Point Park ID number and instructions on how to get your password via email one-to-three days **after** your application has been processed.
- Receive letter that acknowledges receipt of application and, if applicable, requests any missing application items three-to-five working days **after** application has been processed.
- After all application supporting documentation is received, an admissions and scholarship decision letter will be sent via U.S. mail within 10-to-15 working days.
- Submit your FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application process begins January 1, and the Office of Financial Aid has an April 15 priority deadline. Point Park recommends completing your taxes **before** completing the FAFSA. However, if you need to complete your FAFSA before completing your taxes, you can estimate your income information. **Point Park's financial aid school code is 003357.**
- Submit Acceptance of Admissions form (enclosed in acceptance packet) along with \$350 tuition deposit which is applied directly against your first-semester fees and reserves your spot for the incoming class. **You will not progress to steps 7 through 13 if you fail to complete step 6.**
- Receive tuition deposit acknowledgment packet five-to-seven days after receipt of \$350 tuition deposit. If you have requested to live in a residence hall, the letter will contain instructions on how to complete a housing and food service contract online.
- Register online for classes. Spring semester students can register online for classes beginning in November. Fall semester students can register online for classes beginning in May.
- Attend Pioneer Experience – Point Park's new student orientation program. Programs begin in June and occur throughout the summer months.
- Receive your Point Park email address and user account information at the beginning of August.
- If applicable, the Office of Campus Life will send you, via U.S. mail, your residence hall room and roommate assignment in mid-July.
- If applicable, move into your residence hall the Thursday and/or Friday before the start of the **fall semester**.
- Begin **spring semester** classes Monday, January 11, 2010, or **fall semester** classes Monday, August 30, 2010.

### Office of Admissions

**POINT PARK**  
UNIVERSITY

Office of Admissions  
201 Wood Street  
Pittsburgh, PA 15222

Phone: 412-392-3430  
Toll Free: 1-800-321-0129  
Fax: 412-392-3902  
Email: [enroll@pointpark.edu](mailto:enroll@pointpark.edu)  
Web: [www.pointpark.edu](http://www.pointpark.edu)

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