

UTICA COLLEGE

TRADITION. OPPORTUNITY. TRANSFORMATION.®



Application for Transfer Admission

Application Instructions

We are pleased that you are interested in Utica College. As you read the following instructions, you will realize that we want to make the application process as comfortable, clear, and precise as possible for you.

We have prepared an application form that allows you to communicate your personal experiences to the Admissions Committee, and we hope you will take advantage of this opportunity by completing the form thoughtfully and carefully.

Transfer Admission to Utica College

Utica College seeks to admit candidates whose academic record, interests, character, and talents indicate they will benefit from and contribute to Utica College's distinctly personal learning environment. Since the Admissions Committee will consider both the academic credentials and personal qualities of each applicant, a personal interview is strongly encouraged. The Admissions Committee will give each applicant individual consideration and will place particular emphasis on how well the transfer student's course selection at his or her current and/or previous post-secondary institution has prepared the applicant for the specific course of study he or she has chosen.

Utica College uses a rolling admissions plan, except for the following programs, which have a preferred application date of January 15:

- Occupational Therapy*
- Physical Therapy*

Nursing applicants have a required application date of January 15.*

For all other programs, the rolling admissions process means that the earlier an application is filed, the sooner you will receive a decision. It is recommended that students apply by March 15 for the fall semester and November 15 for the spring semester, as individual majors may be competitive and applications will be considered only until each program is fully enrolled.

Transfer applicants who have completed 30 semester hours of college study will be evaluated on the basis of their college transcripts. If they have less than 30 credit hours, they will need to submit their high school records as well.

The following checklist will assist transfer applicants in completing their applications in a timely fashion:

- Completed application form
- \$40 application fee or request for fee waiver
- Official transcript from all colleges attended
- Personal statement (Applicants for physical therapy or occupational therapy should write on the topic specified on the application form.*)
- Academic recommendation (optional)
- Clinical recommendation – Each transfer applicant applying for a place in physical therapy or occupational therapy should work or volunteer in a clinical setting and if possible submit a recommendation from someone who can speak to his or her promise as a therapist.*

An official transfer credit evaluation will be mailed to accepted candidates following the letter of admission.

An unofficial estimate of transfer credit may be requested at the time of the interview.

Transfer credit is generally awarded for courses that are comparable to those offered at Utica College and have been taken at accredited institutions, provided the student has earned a grade of C or higher.

Candidates for the baccalaureate degree must satisfactorily complete at least 30 credit hours of study at Utica College. A maximum of 60-64 credits may be transferred from two-year institutions and a maximum of 90-98 credits may be transferred from four-year institutions, depending upon the major chosen.

Utica College maintains articulation agreements with many community colleges which detail specific transfer policies for students holding associate's degrees from those institutions. Please see the Office of Admissions for more detailed information.

Utica College offers students the opportunity to earn a maximum of 30 credit hours of competency experience credit. Please refer to the undergraduate catalog for specific requirements in order to receive these credits.

Deferred Admission

Students who wish to take time off before enrolling in college may request to have their admission deferred for a semester or for a year by submitting their request in writing to the Director of Admissions. A non-refundable tuition deposit (\$200) will be required to hold a place in the subsequent class.

Learning Disabilities

Utica College offers a wide range of supportive services to assist students with learning disabilities in achieving success with college-level work. Students interested in learning about the available services may contact the Office of Admissions or the Academic Support Services Center.

Nursing

Transfer students interested in the Nursing major must meet several requirements to be admitted into the program. Transfer students should have a cumulative GPA of 2.3 or better with a minimum grade of C in major related courses. If transferring at the junior or senior level, a cumulative GPA of 2.5 or better is required. The following prerequisite courses should be completed prior to entering: Anatomy and Physiology I & II, General Chemistry, Nutrition, Introduction to Psychology, Human Society or Introduction to Sociology, and Human Development or Life-Span Development Psychology. Transfer students from a nursing institution must also submit two letters of recommendation from nursing faculty. Nursing applicants have a required application date of January 15.*

Occupational Therapy

Students interested in occupational therapy would select a major in health studies. As long as academic requirements are met, students will receive a bachelor's degree in health studies after four years with continuation to the master's degree in occupational therapy. Students would receive their master's degree at the end of the fifth year of study.

Physical Therapy

Students interested in physical therapy would select a major in health studies. As long as academic requirements are met, students will receive a bachelor's degree in health studies after four years with continuation to the doctorate in physical therapy (D.P.T.). Students would receive their D.P.T. at the end of the sixth year of study.

Teacher Education

Utica College offers programs in teacher education that lead to certification in several different teaching areas. In order to be certified to teach in New York state, prospective teachers are required to (1) major in a liberal arts discipline, (2) complete a bachelor's degree and all requisite education program courses, (3) pass the mandatory New York State Teacher Certification Examinations, and (4) meet all other regulations of the New York State Commissioner of Education.

* Please see the sections on Nursing, Occupational Therapy, and Physical Therapy for more information about these programs.

Courses in the education program include observation and work in public schools; practical application of the theory and principles of teaching; and one semester in the senior year devoted entirely to student teaching.

For early childhood, childhood, early childhood/childhood education, and childhood and special education, the available majors are: biology, chemistry, communication arts, economics, English, government and politics, history, international studies, liberal studies, mathematics, psychology, psychology-child life, and sociology and anthropology.

For middle childhood, adolescence education, and adolescence and special education, students should major in the subject matter in which they plan to teach: biology, chemistry, economics, English, government and politics, history, mathematics, physics, or sociology and anthropology.

For business and marketing education, students must major in management with a concentration in marketing management.

For teaching English to speakers of other languages education, students must major in English.

Education courses begin in the freshman year. Students must achieve a minimum 2.75 grade point average to be eligible to student teach.

Utica College also offers master's degree programs in education.

Financial Aid

Students seeking financial assistance from Utica College must file a FAFSA (Free Application for Federal Student Aid) or send us their Student Aid Report or PIN from FAFSA for the current academic year by March 15 or the preferred date of February 15. The FAFSA form can be found online at www.fafsa.ed.gov. Students who complete their aid application after the February 15 date will be considered for an award, but the award may be delayed. Transfer students who are applying for the spring semester who have not filed the FAFSA should call the Office of Financial Aid for assistance.

To qualify for financial aid consideration, applicants must be citizens of the United States or hold permanent resident (Resident Alien Card) status in the United States.

Students with questions about the financial aid process are encouraged to call or e-mail for assistance: 1-800-782-8884 or financialaid@utica.edu

Students who wish to be considered for transfer academic achievement awards should complete their applications for admission by March 15. To be considered for the transfer academic achievement award, no additional forms are required. Students who have completed and will transfer 30 hours of college work, have a GPA of 2.8 or higher, and plan to attend full time (12 hours or more a semester), will be considered for transfer academic achievement awards.

International Transfer Student Information

Utica College welcomes international transfer students and values the diversity of ideas, perspectives, and cultures they bring to our college community.

International transfer students are required to submit the following information:

- A completed Utica College application.
- Certified transcripts (mark sheets) of all university academic work. If not in English, each transcript must be accompanied by a certified English translation.
- International student statement of finances and third party documentation.
- Evidence of English proficiency (SAT, TOEFL, IELTS, MELAB).
- Personal statement (back page of the Utica College application).

Detailed information regarding the admissions process for international transfer students and all necessary forms can be downloaded from the international pages of the Utica College Web site at www.utica.edu. Transfer credit will be awarded for courses from accredited institutions.

If you require further information, please contact the Office of International Admissions at intladmissions@utica.edu. We look forward to hearing from you.

Non Discrimination Policy

Utica College accepts students without regard to race, creed, color, sex, ethnic or national origin, religion, marital status, age, sexual orientation, veteran status, or disability.

Majors

Accounting
Accounting – CPA
Anthropology (see Sociology)
Biochemistry*
Biology
Business (see Management)
Business Economics
 Business Analysis
 Finance
Chemistry
 General
 Biochemistry
 Environmental
 Professional
Child Life (see Psychology-Child Life)
Communication (see Communication Arts,
 Journalism Studies, and Public Relations)
Communication Arts
Computer Science
 Business
 Computer Security
 Scientific
Construction Management*
Criminal Justice
Criminal Justice-Economic Crime Investigation
 Computer Security
 Financial Investigation
Cybersecurity and Information Assurance
 Cybercrime Investigation and Forensics
 Information Assurance
Economics
Education (see Special Programs)
English
 General
 Adolescence Education
 Childhood Education
Foreign Language
Geoscience*
Gerontology*
Government and Politics
 International Business Management
 Political Public Relations
 Public Administration
 Social Sciences
Health Studies
Health Studies – Human Behavior
Health Studies – Management
History
International Studies
 Area Studies
 International Business Management
 Language
 World Literature and Civilization
Journalism Studies
 Broadcast Journalism
Liberal Studies
Management
 General Management
 Human Resources Management
 Marketing Management
 Risk Management and Insurance
Mathematics
 General
 Prospective Math Teachers
Nursing
Occupational Therapy
 (B.S. Health Studies/M.S. Occupational
 Therapy)
Philosophy
Physical Therapy
 (B.S. Health Studies/D.P.T. Physical Therapy)
Physics (B.A. or B.S.)
Psychology

Psychology-Child Life
 Child Studies
 Child Life Specialists
Public Relations
 General Public Relations
 Sports Communication
Public Relations-Journalism Studies
Risk Management and Insurance*
Sociology and Anthropology
 General
 Teacher Education
Therapeutic Recreation

* Utica College bachelor's degrees

Special Programs

Teacher Education
 Early Childhood Education (Birth to Grade 2)
 Childhood Education (Grades 1 – 6)
 Early Childhood/Childhood Education (Birth
 to Grade 6)
 Childhood and Special Education (Grades
 1 – 6)
 Middle Childhood Education (Grades 5 – 9)
 Adolescence Education (Grades 7 – 12)
 Adolescence and Special Education (Grades
 7 – 12)
 Teaching English to Speakers of Other
 Languages (Birth to Grade 12)
 Business and Marketing Education (Birth to
 Grade 12)
Pre-Professional Programs
 Pre-Dentistry
 Pre-Law
 Pre-Medicine
 Pre-Optometry
 Pre-Podiatry
 Pre-Veterinary
Joint Health Professions Programs
 Lake Erie College of Osteopathic Medicine,
 the University of New England, College of
 Osteopathic Medicine, SUNY College of
 Optometry, the Ohio College of Podiatric
 Medicine, SUNY at Buffalo School of Dental
 Medicine
Honors Program
Occupational Therapy – Weekend Program
Pre-Engineering

Graduate Programs

Business Administration
 Economic Crime and Fraud
 Management (M.B.A.)
 Professional Accountancy (M.B.A.)
Criminal Justice Administration (M.S.)
Economic Crime Management (M.S.)

Education

Childhood Education (M.S.)
Childhood and Special Education (M.S.)
Adolescence Education (M.S.)
Adolescence and Special Education (M.S.)
Adolescence Education – Apprenticeship
 Teacher Certification (M.S.)
Special Education (M.S.)
Leadership and Instruction for Inclusive
 Classrooms (M.S.Ed.)
Educational Leadership and
 Administration (M.S.)
Certificate of Advanced Study: School
 Building Leader (C.A.S.)
Certificate of Advanced Study: School District
 Leader (C.A.S.)
Gerontology (Advanced Certificate)
Health Care Administration (M.S.)
Homeland Security Risk Assessment (Certificate)
Liberal Studies (M.S.)
Occupational Therapy (M.S.)
Physical Therapy (D.P.T.)

Study Abroad

Utica College offers programs at universities in Hungary, Japan, Korea, Poland, Finland, Ireland, Wales, Peru, Scotland, and the post-Soviet Union countries.

Students may participate in Syracuse University's Division of International Programs Abroad (DIPA) in locales such as France, Italy, Spain, UK, or China.

Additional off-campus programs are available in Washington D.C., or at the United Nations. Other foreign study programs can be arranged to meet the needs of individual students.

An Invitation to Visit

Although not a requirement for admission, the personal interview is helpful to the Admissions Committee in its evaluation of candidates. We encourage you to make an appointment for an interview and a tour of the campus. Interviews are available Monday through Friday from 9 a.m. to 4 p.m. In addition, Open Houses, Saturdays @ UC, and group information sessions are available throughout the fall and the spring. Please refer to the Utica College Web site for more information. To make an appointment, call the Office of Admissions at 1-800-782-8884 or (315) 792-3006, or e-mail the office at admiss@utica.edu.

On the Web

For further information: www.utica.edu

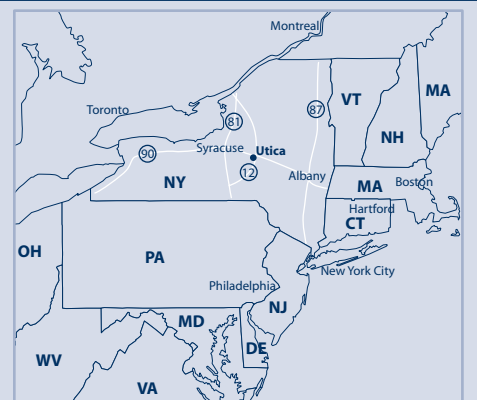
Directions to Campus

From points east and west of Utica, travel the New York State Thruway (I-90) to exit 31 (Utica). Follow the signs carefully to Route 12 South and take the Burrstone Road/Utica College exit. The exit ramp ends at a stop light; take a left onto Burrstone Road West and look for the sign marking the entrance to Utica College (on the right).

From New York City, take the New York State Thruway I-87 North to I-90 West. See the preceding paragraph for directions from the Thruway.

From Pennsylvania and Southern New Jersey, take I-81 North or other connecting routes to Route 12. Follow Route 12 North to Utica. Exit at Burrstone Road West/Utica College and follow the signs to the campus.

From the north, take Route 12 South to Utica. Exit at Burrstone Road/Utica College, and follow the signs to the campus.



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Application for Transfer Admission

Please return with a \$40 application fee or fee waiver request to: Office of Admissions, 1600 Burrstone Road, Utica, New York 13502-4892

Personal Data Please notify the Office of Admissions promptly with any changes in address, telephone number, or e-mail.

Please Print

Name _____ Sex M F
Last First MI

Former last name _____

Mailing Address _____
Street Apt.#

_____ At this address until _____
City State Zip Month/Day/Year

Telephone: This address () _____ Cell () _____ Work () _____

E-mail address _____
(If available)

Permanent Address (If different from above) _____
Street Apt.#

_____ *City State Zip*

Telephone: This address () _____ Birthdate _____
Month/Day/Year (Required)

Citizenship U.S. Permanent resident Other _____ Visa type _____
Country

First language, if other than English _____

Intended major _____ This will be my second bachelor's degree
(See application instructions for list of majors)

I wish to begin study Fall 20 _____ Spring 20 _____ Summer 20 _____

If interested in Occupational Therapy, check area of interest: Day Program Weekend Program

If interested in teacher certification, check area of interest: Early Childhood (Birth-Grade 2) Childhood (Grades 1-6) Early Childhood/Childhood
(Birth-Grade 6) Childhood and Special Education (Grades 1-6) Middle Childhood (Grades 5-9) Adolescence (Grades 7-12) Adolescence and Special
Education (Grades 7-12) Teaching English to Speakers of Other Languages (Birth-Grade 12) Business and Marketing (Birth-Grade 12)

Please note: Education is not a major. It is a certification program offered in conjunction with a declared major. See the application instructions for Education for appropriate majors to combine with your chosen teacher certification program. Transfer students with 57 or more credit hours applying for Education need to declare a major.

I plan to live on campus at home off campus

I plan to apply for financial aid Yes (If yes, see application instructions) No

I wish to study Full-time Part-time Day Session Evening Session (Check all that apply)

Are you a veteran? Yes No If yes, specify branch of service _____

Extracurricular and Personal Activities

Please list school activities, hobbies, or family and community activities in the order of their importance to you. Please check (✓) in the right column if you wish to pursue the activity at Utica College. You may submit a resume in addition to, or instead of, completing this section.

Activity	Dates Participated	Positions held or letters or honors won (if any)	Do you wish to participate in college?

Work Experience

Please list any jobs (full time or part time) you have held in the past three years. You may submit a resume in addition to, or instead of, completing this section.

Position (specific nature of work)	Employer	Approximate dates of employment	Approximate number of hours worked per week

Please use the space below to explain which activity or job has been most important to you, and why.

How did you first hear of Utica College?

- Friend/Relative Mailing College Fair
 Utica College alumnus/alumna College guidebook Internet/Web site
 College representative Counselor/teacher Other _____

I have previously applied to Utica College No Yes If yes, when? _____

What factor most influenced your decision to apply to Utica College? _____

Have you visited Utica College for a personal interview? Yes No

If yes, please indicate approximate date of interview _____

Please list the other colleges to which you plan to apply (optional) _____

Family

Are you: Single Married Separated Divorced Widowed

Spouse's name _____ If deceased, give year _____

Address _____ Home phone () _____

_____ Work phone () _____

Occupation _____ Employer _____

College(s) attended, and degree(s) earned, if any _____

Children's names and ages _____

Father Stepfather Other relationship _____

Name _____ If deceased, give year _____

Address _____ Home phone () _____

_____ Work phone () _____

Occupation _____ Employer _____

College(s) attended, and degree(s) earned, if any _____

Mother Stepmother Other relationship

Name _____ If deceased, give year _____

Address _____ Home phone () _____

_____ Work phone () _____

Occupation _____ Employer _____

College(s) attended, and degree(s) earned, if any _____

I reside with Parents Mother Father Spouse Other _____

Please give the names and ages of your brothers and sisters, and if they attend or attended college, give the name of the institution:

Please indicate any family members who have attended Utica College (name, relationship, date of attendance):

Optional: The following questions are optional. No information you provide will be used in a discriminatory manner.

Marital Status _____

1. Are you Hispanic/Latino? Yes, Hispanic or Latino (including Spain) No **Please describe your background** _____

2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

American Indian or Alaska Native (including all Original Peoples of the Americas) **Please describe your background** _____

Are you enrolled? Yes No If yes, please enter Tribal Enrollment Number _____

Asian (including Indian subcontinent and Philippines). **Please describe your background** _____

Black or African American (including Africa and Caribbean). **Please describe your background** _____

Native Hawaiian or other Pacific Islander (Original Peoples). **Please describe your background** _____

White (including Middle Eastern). **Please describe your background** _____

I certify that all information on this application form is true to the best of my knowledge. I understand that withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.

Signature _____ Date _____

Disciplinary History

Yes or No Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?

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

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Personal Statement

Please use the space below, or separate pages, to help us know you in a more personal way. You can write about anything you want us to know; however, here are some suggested topics:

- How well your academic record reflects your ability and motivation
- A significant experience or achievement that has meaning to you
- Your goals for the future and how Utica College can assist you in reaching them

Please note: Applicants for the physical therapy and occupational therapy programs should write a second essay about your personal and professional goals relating to the therapeutic environment. Include specific examples to demonstrate your understanding of your chosen profession.

Minimum 300 word essay.

I certify that all information on this application form is true to the best of my knowledge. I understand that withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.

Signature _____ **Date** _____