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.

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.
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

Former last name ____________________________________________________

Mailing Address _________________________________________________________________________________________________________________________

Street Apt.#

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 ________________________________
## Educational Data

List all colleges/universities at which you have taken courses for credit. Please have official transcripts sent as soon as possible.

<table>
<thead>
<tr>
<th>Name of College/University</th>
<th>Location (City, State, Zip)</th>
<th>Dates Attended</th>
<th>Number of Credits Earned</th>
<th>Degree Earned</th>
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I am a member of Phi Theta Kappa  □ Yes (If yes, you must provide proof of membership in order to be considered for the PTK scholarship)  □ No

List all secondary schools attended, including summer programs:

<table>
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<tr>
<th>Name of School</th>
<th>Location (City, State, Zip)</th>
<th>Dates Attended</th>
<th>Year of Graduation</th>
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□ I am not currently attending school. (Use the space below or a separate sheet to describe your activities since last enrolled.)
### 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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates Participated</th>
<th>Positions held or letters or honors won (if any)</th>
<th>Do you wish to participate in college?</th>
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### 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.

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<tr>
<th>Position (specific nature of work)</th>
<th>Employer</th>
<th>Approximate dates of employment</th>
<th>Approximate number of hours worked per week</th>
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Please use the space below to explain which activity or job has been most important to you, and why.

______________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________
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______________________________________________________________________________________________________________________________________

### How did you first hear of Utica College?

- [ ] Friend/Relative
- [ ] Mailing
- [ ] Utica College alumnus/alumna
- [ ] College guidebook
- [ ] College Fair
- [ ] 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  ___________________________