ENDICOTT COLLEGE

376 HALE STREET • BEVERLY, MA 01915 • (978) 921-1000 • FAX (978) 232-2520

Discover The Experience…

APPLICATION INSTRUCTIONS

When considering candidates for admission, the Endicott Admission Review Committee looks at the entire individual. In addition to reviewing the application and student essay, the Committee concentrates on the student's academic record, personal recommendation(s), extracurricular activities, and test scores. Additional consideration for admission is given to applicants who possess unusual strengths or accomplishments.

Endicott demonstrates a commitment to enrolling students from a wide geographic range as well as from all ethnic and racial heritages. We welcome applications without regard to race, religion, color, disability, national or ethnic origin, age, sex, marital status, pregnancy, sexual orientation, political belief, or prior military status.

Application Deadlines

Fall Admission:
Freshmen Students - February 15
Transfer and International Students - March 15

Spring Admission:
All students - December 15

We may continue to accept applications thereafter on a space-available basis; however some programs reach capacity early in the application cycle.

Procedures

All applications should be printed or typed and signed and dated. **All completed applications should be accompanied by a non-refundable application fee of $50, payable to Endicott College.**

Students who submit their application online using the Endicott website (www.endicott.edu/applynow) may submit the application fee online using a major credit card.

Arrange to have the following information sent along with your application or under separate cover:

- A response to either essay statement located on our *Application for Admission* (the essay should be submitted electronically with the online application).
- An official transcript of your high school or secondary school record including senior year first quarter/marking period grades.
- One letter of recommendation from your guidance counselor and/or teacher.
- Although not required, you may submit a resume highlighting student leadership, extracurricular involvements, athletic activities, work experience, and other secondary school accomplishments.
- ***Test Optional:*** Scholastic Assessment Test (SAT) or American College Test (ACT) scores are optional with the exception of applicants for Athletic Training, Early Childhood Education, Elementary Education, Physical Education Teacher Licensure, and Nursing.

Transfer students should send the materials listed above, official transcripts from all colleges attended, and an *Endicott Transfer Recommendation Form* (available at www.endicott.edu/admission).

International students should submit the materials listed above, as well as official results of Test of English as a Foreign Language (TOEFL or IELTS), and a declaration of finances indicating the applicant's or a sponsor's ability to pay the costs required to attend college in the United States. This information is required by the United States government and will be held in the strictest confidence. ***SAT or ACT scores are recommended, but not required.***

Art Portfolios

Students planning to major in one of the Art or Design programs are encouraged to submit a portfolio of their artwork for review by the School of Visual and Performing Arts. The portfolio evaluation will augment the *Application for Admission*. The portfolio should include the following:

- 20 samples of your artwork as jpgs on a CD (do not send originals). Examples in various media are suggested, such as drawing, ceramics, photography, drafting or graphics; rather than a concentration of images in one medium or discipline.
- Checklist description of artwork including medium, title, size, date, and software, if applicable.

Please note: CD and materials will not be returned.

Send materials by January 15 to:
Portfolio Review, School of Visual and Performing Arts, Endicott College, 376 Hale Street, Beverly, MA 01915

Upon receipt of the portfolio, the Dean, Department Chair, and appropriate faculty will review the work. The evaluation will then be sent to the Admission Office as a supplemental assessment tool.

APPLICATION CHECKLIST

Please type or print all information and submit the following materials:

❒ A completed Endicott College *Application for Admission* **accompanied by a $50 non-refundable application fee payable to Endicott College.**

Please remember to sign the application and have your parent or guardian also sign if you are under 18 years of age. If you have submitted an online application you will submit an electronic signature page.

❒ Email address. Please provide an email address we may use to correspond with you throughout the year. *Please note that we will use the address to provide you with important information*.

❒ Indicate the intended program of study on the front page of the *Application for Admission* by checking only one box. (If you wish to change your program of study after admission, you must request the change in writing from the Office of Admission.)

Arrange to have the following information sent along with your application or under separate cover:

❒ A response to either essay statement located on our *Application for Admission* (the essay should be submitted electronically with the online application).

❒ An *official* transcript of your high school or secondary school record including senior year first quarter/marking period grades.

We ask that you have your guidance counselor or principal forward this information directly to the Office of Admission. Applicants who have not graduated from high school must submit a GED certificate issued by their state Department of Education.

Internationally educated applicants whose educational documents are in a foreign language are required to have their credentials translated into English by an official from the secondary school. Endicott reserves the right to require that internationally educated applicants have their credentials evaluated by an approved external agency. This agency will certify the validity of the documents and determine if and how the potential transfer credits apply within the United States educational system.

❒ One letter of recommendation from your guidance counselor and/or teacher. (Transfer students may submit a letter of recommendation from an instructor or other academic source.)

❒ Although not required, you may submit a resume highlighting student leadership, extracurricular involvements, athletic activities, work experience and other secondary school accomplishments.

❒ **Test Optional:** Scholastic Assessment Test (SAT) or American College Test (ACT) scores are optional with the exception of applicants for Athletic Training, Early Childhood Education, Elementary Education, Physical Education Teacher Licensure, and Nursing. The College requests that test scores be sent directly from ETS (code 3369) or ACT (code 1824). (There may be a delay in recording test scores if you choose not to provide your social security number to the testing service. Please notify our office so that we can verify your scores manually.)

❒ *Transfer Students:* Official college transcripts from all colleges attended and an *Endicott Transfer Recommendation Form* (available at www.endicott.edu/admission).

❒ *International Students:* TOEFL or IELTS scores and a declaration of finances indicating the applicant's or a sponsor's ability to pay the costs required to attend college in the United States. *SAT or ACT scores are recommended, but not required.*

❒ *Art Majors:* Students applying to the Art Therapy, Studio Art, Graphic Design, Photography, or Interior Design are encouraged to submit portfolios of their artwork by **January 15** for review by the School of Visual and Performing Arts. Please follow the procedures noted in the Art Portfolios section of the previous page.

Please Note: Once the Office of Admission has received your completed application and application fee, you will receive a letter in the mail notifying you that we have received these documents. In the letter, you will also receive a USERNAME, PASSWORD, and instructions for checking our website to ensure our office has received all your required materials. It may take up to two weeks to receive and post some materials; therefore, you should check the website periodically for updates. If after the suggested two weeks you find a discrepancy, please notify the Office of Admission. Admission decisions will ***not*** be posted on the website – you will be notified by mail once a decision has been made.

Applications will not be considered by the Admission Review Committee until ALL of the materials listed above have been received in the Office of Admission. Once the application is complete, we traditionally notify candidates by mail of an admission decision within *four to ten weeks*.

Please send all application materials to:

Office of Admission • Endicott College • 376 Hale Street • Beverly, MA 01915

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APPLICATION FOR ADMISSION

PLEASE *refer to* APPLICATION INSTRUCTIONS *and* APPLICATION CHECKLIST

FULL NAME _____
Last/Family Name | First *(Legal)* | Middle | Maiden Name

SOCIAL SECURITY NUMBER _____ – _____ – _____ *(Required if you intend to apply for financial aid and/or the education tax credit.)*

EMAIL ADDRESS ___|___|___|

HIGH SCHOOL/COLLEGE INFORMATION

High School Name _____ **Date of Graduation** _____

Address _____ **HS CEEB#** _____

City _____ **State *or* Country** _____ **Name of Guidance Counselor** _____

Zip *or* Postal Code _____ **H.S. Telephone** _____-_____-_____ **G. C. Telephone** _____-_____-_____

Transfer Students *Only*:

College Attended _____ **From** _____ **To** _____

College Attended _____ **From** _____ **To** _____

College Attended _____ **From** _____ **To** _____

PARENT/GUARDIAN

Name _____ **Relationship** _____

Address _____

City _____ **State** _____ **Zip** _____

Home Telephone _____-_____-_____

Employer _____

Occupation _____

Business Telephone _____-_____-_____

Email _____

Highest Level of Education:

❒ High School ❒ Associate ❒ Bachelor ❒ Master ❒ Doctorate

PARENT/GUARDIAN

Name _____ **Relationship** _____

Address _____

City _____ **State** _____ **Zip** _____

Home Telephone _____-_____-_____

Employer _____

Occupation _____

Business Telephone _____-_____-_____

Email _____

Highest Level of Education:

❒ High School ❒ Associate ❒ Bachelor ❒ Master ❒ Doctorate

PERSON(S) RESPONSIBLE *for* PAYMENT:

Name _____ **Relationship *to* Student** _____

Street Address _____

City _____ **State *or* Country** _____ **Zip *or* Postal Code** _____

Home Telephone _____-_____-_____ **Work** _____-_____-_____ **Fax** _____-_____-_____

How did you "*discover*" Endicott?

❒ Alumna/us
❒ Coach
❒ College Fair
❒ College Night
❒ Current Endicott Student
❒ Endicott Admission staff at my high school
❒ Endicott Brochure
❒ Friend
❒ Guidance Counselor
❒ Internet *(please specify website):* _____
❒ Mail
❒ Parent(s)
❒ Private Counselor
❒ Reputation
❒ Other *(please specify):* _____

Are any of your *relatives* Endicott: ❒ graduates ❒ current student(s) ❒ employee(s)?

If so, give name(s), relationship, and graduation dates: _____

ACTIVITIES *(in High School)*: Please check all *activities* in which you have participated in high school or in college for transfer students:

❒ Band
❒ Chorus
❒ Community Service
❒ National Honor Society
❒ Drama Club
❒ SADD
❒ School Newspaper
❒ Student Council
❒ Yearbook
❒ Other _____ *(please specify)*

SPORTS *(in High School)*: Please check all *varsity sports* you have played in high school or in college for transfer students:

❒ Baseball
❒ Basketball
❒ Cross Country
❒ Equestrian
❒ Field Hockey
❒ Football
❒ Golf
❒ Ice Hockey
❒ Lacrosse
❒ Soccer
❒ Softball
❒ Tennis
❒ Volleyball

ATHLETICS *(in College)* Please check all *varsity sports* in which you would like to participate at Endicott:

❒ Baseball
❒ Basketball
❒ Cheerleading *(Club)*
❒ Crew *(Club)*
❒ Cross Country
❒ Dance *(Club)*
❒ Equestrian
❒ Field Hockey
❒ Football
❒ Golf
❒ Ice Hockey *(Club)*
❒ Lacrosse
❒ Rugby *(Club)*
❒ Sailing *(Club)*
❒ Soccer
❒ Softball
❒ Tennis
❒ Volleyball

To what other colleges are you applying? _____

Have you ever visited Endicott? If yes, when? _____

ESSAY **Please respond to *one* of the following essay topics (500–750 words minimum)**

1. **Define what success means to you and how Endicott will contribute to your future academic, personal, and professional success.**
2. **J.T. Adams stated, "There are . . . two educations. One should teach you how to make a living and the other how to live." *Describe* what the quote above means to you and your expectations of your Endicott experience.**

I hereby make application for the above-named student and agree to the fees, terms, and conditions as set forth in the catalog. In consideration of the undertaking by the Admission Office to process this form, the undersigned agrees that the information furnished on the application form, together with all information and materials of any kind received by the Admission Office from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President of Admission may, for official purposes at his discretion, disclose any part or all thereof to such person or persons as required by the applicable law.

Signature of Applicant _____ **Date** _____

Signature of Parent *or* Guardian _____ **Date** _____

***Please Note:* The Admission Review Committee will not consider applications until *ALL* of the materials listed on the checklist have been received in the Office of Admission.**

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