



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 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 applications online using the Endicott website ([www.endicott.edu/applynow](http://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 with majors in athletic training, early childhood education, elementary education, physical education teacher licensure, nursing, and all secondary education teacher licensure programs.

*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](http://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 JPEGs 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:** CDs 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 with majors in athletic training, early childhood education, elementary education, physical education teacher licensure, nursing, and all secondary education teacher licensure programs. 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](http://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 art therapy, graphic design, interior design, photography, or studio art 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



# ENDICOTT COLLEGE

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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 \_\_\_\_\_  
Please provide an email address we may use to send you important information.

PERMANENT MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE or COUNTRY \_\_\_\_\_ ZIP or POSTAL CODE \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CELL \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE of BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ PLACE of BIRTH \_\_\_\_\_  
Month                      Day                      Year                      City, State, Country

Note – If different from above, please give your mailing address for all admission correspondence.

CURRENT MAILING ADDRESS \_\_\_\_\_ Eff. date: From \_\_\_\_\_ To \_\_\_\_\_

CITY \_\_\_\_\_ STATE or COUNTRY \_\_\_\_\_ ZIP or POSTAL CODE \_\_\_\_\_

Please check the appropriate items:

<b>Entrance Date</b>	<b>Housing</b>	<b>Gender</b>	<b>Citizenship</b>
<input type="checkbox"/> Fall	<input type="checkbox"/> Resident	<input type="checkbox"/> Female	<input type="checkbox"/> U.S. Citizen
<input type="checkbox"/> Spring	<input type="checkbox"/> Commuter	<input type="checkbox"/> Male	<input type="checkbox"/> Permanent Resident
<b>Applicant Status</b> _____			<input type="checkbox"/> International Citizen of: _____
<input type="checkbox"/> First Year	<input type="checkbox"/> Full-time		
<input type="checkbox"/> Transfer	<input type="checkbox"/> Part-time		

**Race and Ethnicity – Optional Information (\*)**

Are you Hispanic or Latino? (choose **only one**)

Yes, Hispanic or Latino                       No, not Hispanic or Latino

What is your race? (choose **one or more**)

American Indian/Alaska Native                       White

Black or African American                       Unknown/Other (explain)

Asian

Native Hawaiian/other Pacific Islander

(\*) These questions are being asked to furnish statistics as required by the Department of Education.

**PROGRAMS OF STUDY:** By choosing **only one** square, please indicate your *intended* academic program of study.

<input type="checkbox"/> Accounting	<input type="checkbox"/> Education: Early Childhood Education Teacher Licensure	<input type="checkbox"/> Exercise Science	<input type="checkbox"/> Mathematics: Secondary Education Teacher Licensure
<input type="checkbox"/> Applied Mathematics	<input type="checkbox"/> Education: Educational Studies	<input type="checkbox"/> Finance	<input type="checkbox"/> Nursing
<input type="checkbox"/> Applied Mathematics: Actuary and Statistics	<input type="checkbox"/> Education: Elementary Education Teacher Licensure	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Photography
<input type="checkbox"/> Art Therapy	<input type="checkbox"/> Education: Secondary Education Teacher Licensure	<input type="checkbox"/> History	<input type="checkbox"/> Political Science
<input type="checkbox"/> Athletic Training	<input type="checkbox"/> English: Creative Writing	<input type="checkbox"/> History: Secondary Education Teacher Licensure	<input type="checkbox"/> Psychology
<input type="checkbox"/> Bioengineering	<input type="checkbox"/> English: Literature and Language	<input type="checkbox"/> Hospitality Management	<input type="checkbox"/> Sport Management
<input type="checkbox"/> Biology/Biotechnology	<input type="checkbox"/> English: Secondary Education Teacher Licensure	<input type="checkbox"/> Hospitality Management: Events Management	<input type="checkbox"/> Studio Art: Art Education Teacher Licensure
<input type="checkbox"/> Biology/Biotechnology: Secondary Education Teacher Licensure	<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Hospitality Management: International Hospitality Management	<input type="checkbox"/> Studio Art: 2D in Painting, Drawing, and Printmaking
<input type="checkbox"/> Business Management	<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Hotel Management	<input type="checkbox"/> Studio Art: 3D in Ceramics, Sculpture, and Installation
<input type="checkbox"/> Communication	<input type="checkbox"/> Environmental Science: Secondary Education Teacher Licensure	<input type="checkbox"/> Interior Design	<input type="checkbox"/> Studio Art: Intermedia: Digital Media and Mixed Media
<input type="checkbox"/> Computer Science		<input type="checkbox"/> International Business	
<input type="checkbox"/> Criminal Justice		<input type="checkbox"/> International Studies	
<input type="checkbox"/> Digital Media: Digital Filmmaking		<input type="checkbox"/> Liberal Studies	
<input type="checkbox"/> Digital Media: Digital Journalism		<input type="checkbox"/> Marketing	
<input type="checkbox"/> Education: Autism and Applied Behavioral Analysis		<input type="checkbox"/> Marketing Communication/ Advertising	

Endicott is a test-score optional institution. Standardized test scores are not required, with the exception of applications for athletic training, early childhood education, elementary education, physical education teacher licensure, nursing, and all secondary education teacher licensure programs. If you chose to submit your scores, the Endicott College codes are: SAT: 3369; ACT code: 1824.

Please check only one:  NO (do not consider my test scores)  YES (consider my test scores)

Have you ever been found responsible for a disciplinary violation from any school that resulted in disciplinary action, or convicted of a misdemeanor or felony?  NO  YES (If yes, include an explanation of the circumstances.)

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 \_\_\_\_\_

PARENT/GUARDIAN PARENT/GUARDIAN
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_
Address \_\_\_\_\_ Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Home Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_
Employer \_\_\_\_\_ Employer \_\_\_\_\_
Occupation \_\_\_\_\_ Occupation \_\_\_\_\_
Business Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_
Email \_\_\_\_\_ Email \_\_\_\_\_
Highest Level of Education: Highest Level of Education:
[ ] High School [ ] Associate [ ] Bachelor [ ] Master [ ] Doctorate [ ] 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 [ ] Endicott Admission staff at my high school [ ] Internet (please specify website): [ ] Private Counselor
[ ] Coach [ ] Endicott Brochure [ ] Mail [ ] Reputation
[ ] College Fair [ ] Friend [ ] Parent(s) [ ] Other (please specify):
[ ] College Night [ ] Guidance Counselor
[ ] Current Endicott Student
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 [ ] Drama Club [ ] Student Council [ ] Baseball [ ] Football [ ] Softball
[ ] Chorus [ ] SADD [ ] Yearbook [ ] Basketball [ ] Golf [ ] Tennis
[ ] Community Service [ ] School Newspaper [ ] Other [ ] Cross Country [ ] Ice Hockey [ ] Track
[ ] National Honor Society [ ] Lacrosse [ ] Volleyball
(please specify) [ ] Field Hockey [ ] Soccer

ATHLETICS (in College) Please check all varsity sports in which you would like to participate at Endicott:
[ ] Baseball [ ] Cross Country [ ] Football [ ] Rugby (Club) [ ] Tennis
[ ] Basketball [ ] Dance (Club) [ ] Golf [ ] Soccer [ ] Track
[ ] Cheerleading (Club) [ ] Equestrian [ ] Ice Hockey [ ] Softball [ ] Volleyball
[ ] Crew (Club) [ ] Field Hockey [ ] Lacrosse

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 Endicott College Academic 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.

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 military status.