

Undergraduate Online Application Freshman

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Instructions:

1. Complete Freshman On-line Application Form.

***Social Security Number and High School Code**

Be sure to include your Social Security number and high school code on the application. If you do not have a Social Security number, you may apply for one at your nearest Social Security Office. The high school code is assigned by the College Entrance Examination Board and is available in the guidance office at your high school.

2. Complete Signature Page and forward with \$50.00 Application Fee as soon as possible, but no later than posted deadlines.

3. Complete Personal Essay and forward with signature page and fee.

4. Arrange to take SAT/ACT examination.

***Entrance Examinations**

You must take the SAT or the ACT. The official results can be sent directly to Springfield College from the testing agency, or they can be included on an official high school transcript.

5. Ask your school's guidance office to forward Official Transcript.

***Official Transcript**

Please obtain an official transcript from your high school and have it submitted directly to the Admissions Office.

Springfield College, Office of Admissions, 263 Alden Street, Springfield, MA 01109-3797

6. Obtain one Personal Reference.

***Personal References:** (Personal Reference Form)

The attached Personal Reference form should be completed and returned directly to the Admissions Office by the person you select. Your reference should be someone other than a relative, such as a teacher, an employer, a clergy member, or someone else who knows you well enough to make important judgments about your abilities.

7. Schedule Personal Interview with Springfield College.

***Personal Interview:** (Alumnus(a) Interview Report Form)

Interviews are encouraged of all applicants. If the applicant is unable to arrange a personal visit to campus, the alumni interviewer must complete and return the attached Alumnus/a Interview Report directly to the Admissions Office.

8. Obtain and complete College Scholarship Service Profile Application and the Free Application for Federal Student Aid (FAFSA).

SPRINGFIELD COLLEGE

***Financial Aid Deadlines**

Financial aid applicants must obtain the Free Application for Federal Student Aid (**FAFSA**) and the College Scholarship Service (CSS) Financial Aid PROFILE Application. The **FAFSA** and **CSS PROFILE** must be centrally processed and should be filed with the designated processor at least four weeks prior to the financial aid deadline. Deadline for receipt of all credentials in the Financial Aid Office is March 15 for freshman candidates. The CEEB code for Springfield College is 3763. The Federal code is 002211.

Note that three majors require additional credentials. Instructions and further information will be forwarded to applicants seeking acceptance to the physician assistant, physical education, and athletic training programs.

Please feel free to contact us if you have any questions or concerns. All correspondence should be addressed to:

Springfield College, Office of Admissions, 263 Alden Street, Springfield, MA 01109-3797

We have a toll-free telephone number you can call anytime between 8:30 A.M. and 4:30 P.M. Monday through Friday (EST). That number is (800) 343-1257.

The Freshman Signature Page

Statement of Understanding:

I hereby give permission to Springfield College to use, in publications, press releases, and other promotions, my name and any photograph or video footage in which I may appear.

I understand that falsification of any information on this application and its credentials will make me ineligible for admission or subject to later separation if enrollment is affected.

Signature:

_____ **Date:** _____

Parent's or Guardian's Signature:

_____ **Date:** _____

(Unless candidate is 18 years of age or over)

This application is incomplete unless signed.

Please return your completed application and a **\$50** application fee to:

Springfield College
Office of Admissions
263 Alden Street
Springfield, MA 01109-3797

Freshman Personal Essay

It is our hope to get to know you as well as possible through this application. Please submit on a separate sheet of paper a response to the following question.

1. Please comment on the aspects of your life which have led you to select your intended major and why you believe Springfield College will meet your educational needs.

Freshman Application Checklist

- 1. On-line Freshman Application Form _____
- 2. Personal Essay with Signature Page & \$50 Application Fee _____
- 3. SAT/ACT Examination _____
- 4. Official Transcript _____
- 5. Personal Reference _____
- 6 College Scholarship Service Profile & Free Application for Federal Student Aid (FAFSA) _____

**Springfield College
Office of Admissions
263 Alden Street
Springfield, MA 01109-3797**