

# Application for Admission Spring 2019

**First review date: March 4, 2019**

For more information:

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# Application Instructions

Admission to the program is competitive. Meeting minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces. All documents must be submitted before an application will be reviewed.

## APPLICATION CHECKLIST

### STEP 1 – Student Identification Number (SID)

*\*\*Note: skip step 1 if you have a SID issued by North Seattle College, Seattle Central College, or South Seattle College. If you already have an SID from any of these 3 campuses, indicate that number on the application form.*

- **United States Citizens and Permanent Residents:** If you do not have an SID issued by 1 of the 3 colleges listed above, go to <http://tinyurl.com/sscc-online-app> and complete the college's web admissions process. Once the online application is submitted, you will receive a SID via email within 24 hours
- **International Students:** All international students must apply to South Seattle College even if you have attended North Seattle College or Seattle Central College. To apply to the college, go to <http://www.southseattle.edu/international/how-to-apply>

### STEP 2 – Application Form

The application form enclosed in this packet must be filled out completely. Applications will not be accepted without a Student Identification Number.

*\*\*Note: the enclosed Application Form is for admission to the BAS program. This is required in addition to completing STEP 1.*

### STEP 3 – Transcript Evaluation Request Form

The Transcript Evaluation Request Form enclosed in this packet must be filled out completely. Be sure to list the names of ALL colleges you have attended including South Seattle College if applicable.

### STEP 4 – Official Transcripts

In order to be considered for admission, South Seattle College must receive official transcripts from ALL colleges listed on the Transcript Evaluation Request Form.

*\*\*Note: unofficial transcripts including opened official transcripts will not be accepted. Official transcripts do not need to be ordered from North Seattle College, Seattle Central College, or South Seattle College.*

### STEP 5 – Personal Statement

We want to get to know you! In 2-3 pages double-spaced, discuss:

- Your relevant work experience(s)
- Your personal and professional goals
- Any advanced certifications you already possess
- Unique attributes that you will bring to the program
- Personal or imposed challenges or hardships you have overcome in pursuing your educational or work goals
- Any special considerations that you believe will make you a good candidate for the program

*South Seattle College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.*

**STEP 6 – Letters of Recommendation (2)**

A minimum of 2 Letters of Recommendation must be from individuals who personally know your work (such as your current or past supervisor), that discuss your contributions to your workplace and how he/she believes you will benefit from completion of the BAS program. If you are applying for this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors on college letterhead.

*\*\*Note: All letters of recommendation must include the recommender's name and contact information. Applications will not be considered without a minimum of 2 recommendation letters*

**STEP 7 – Submit Application**

All application materials must be addressed to:

**Attn: BAS Programs Office**  
South Seattle College  
6000 16th Ave SW – TEC140  
Seattle, Washington 98106-1499

**If you are sending your application electronically, please make sure you have received a confirmation of submission.**

**STEP 8 – Plan your Finances**

The Washington State Board of Community and Technical Colleges regulates tuition rates for all colleges offering bachelor's degrees. Check South's website for current tuition rates:  
<http://www.southseattle.edu/financial/tuition.aspx>

**Review the financial aid website at <http://southseattle.edu/finaid/forms.htm> and submit your FASFA at <http://www.fafsa.ed.gov>.**

**Research and submit scholarship applications** – Check with your current employer to inquire about possible tuition reimbursement programs or scholarships. Additionally, many external agencies offer teacher education scholarships. It is the applicant's responsibility to ensure that they meet scholarship criteria and apply to these by the individual deadlines posted.

Download the **Foundation Scholarship** application packet online at  
<http://www.southseattle.edu/foundation/support.aspx>.

*\*\*Note: Financial aid applications are typically due 4-6 months prior to your start date. Be sure to apply for fall quarter financial aid when you apply to the BAS program so you do not miss any important deadlines.*



**SECTION 4 – OTHER**

**Check all that apply**

How did you hear about the Certificate in On Site Hospitality at South Seattle College?

Family / Friend    SSC Website    Internet Search    Transfer or Job Fair    College Advisor    Someone at Work

Other: \_\_\_\_\_

**SECTION 5 – VOLUNTARY DEMOGRAPHIC INFORMATION**

Demographic information from our students is completely voluntary, so if you would please fill out the following information, it is greatly appreciated. All information is kept confidential and is only reported in aggregate form (without names).

**Gender**                       FEMALE                       MALE

*Veteran's Status*

Are you a U.S. Military Veteran?     Yes                       No

Are you active duty military?         Yes                       No

*Race/Ethnicity*

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islanders
- Other Non-White
- White

***I certify to the best of my knowledge that all statements on this form are true.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## INCOMING ACADEMIC TRANSCRIPT EVALUATION REQUEST

**IMPORTANT NOTE:**

**A request containing incomplete information will be returned to you via USPS, with no action taken. This will delay your evaluation and your application for financial aid.**

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Previous Name(s) (if applicable)

**Requests containing incomplete information will be returned to you via USPS, with no action taken. This will delay your evaluation and your application for financial aid.**

Have you, or will you be applying to receive Financial Aid? (Check one) YES  NO

If you are undecided about your program of study, please schedule an appointment for advising prior to submitting this request. You may call (206) 934-5387 to make an appointment.

**Only official transcripts of students who have applied for admission and obtained a student ID number will be evaluated.** Transcripts will be accepted via email directly from the recording college or in a sealed envelope if hand – carried. Three weeks approximate turnaround time for evaluation to be performed.

If all transcripts have not been received within 90 days, this form will be returned to the student.

Your transcripts from other colleges/universities will be evaluated toward the degree/certificate you choose as your goal. **You will be notified of the results typically via email.**

I have read the above statement. Signature /Date \_\_\_\_\_

**PROGRAM OF STUDY**

Associate of Art Degree  Associate of Science Degree: \_\_\_\_\_

**Certificate in On Site Hospitality: BAS LEVEL** \_\_\_\_\_

Two Year Professional/Technical Program (AAS and AAST-circle one)  
Indicate specific program (DO NOT LEAVE BLANK) \_\_\_\_\_

Professional/Technical Certificate  
Indicate specific program (DO NOT LEAVE BLANK) \_\_\_\_\_

Request is for evaluation from the following college/universities:

**\*\*\*NOTE: All transcripts listed below must be on file.\*\*\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are these transcripts on file at SSC? Yes  No  If not, date ordered: \_\_\_\_\_