

Hospitality Management

Bachelors Degree



Application for Admission Fall 2016

First review date: April 8, 2016

For more information:

Phone: (206) 934-6783

Email: HospitalityMgmt-SSC@seattlecolleges.edu

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 – Application Fee

A non-refundable Application Fee of **\$35.00**, payable to “**South Seattle College BAS Program**” is required.

***Note: the Application Fee cannot be waived for any applicant. DO NOT SEND CASH.*

STEP 6 – 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

STEP 7 – 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 8 – 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

Note: In order to receive priority consideration for admission, applications must be submitted or post-marked by **Friday, April 8, 2016

STEP 9 – 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.*

BAS Hospitality Management Application Form

Remember:

- ✓ Please type or print legibly with a black or blue pen
- ✓ Enclose the application fee of \$35.00. Checks should be made payable to "South Seattle College, BAS-HMG" (do not mail cash)

SECTION 1 - PERSONAL INFORMATION

First Name		Middle Initial	Last Name	
Address, including apartment number			City	State
Zip Code				
Day Phone	Cell Phone		Evening Phone	
Date of Birth (mm/dd/yyyy)			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
E-mail Address			Previous Names 1. 2.	
Student Identification Number (SID)	If you do and app. number.			

SECTION 2 – COLLEGE ENROLLMENT HISTORY, COURSE PLANS, WORK EXPERIENCE

Year and quarter you plan to start ? _____ QUARTER, 20____	Are you the first generation in your family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No		
College, vocational, or technical school attended	City and State	Program of Study	Did you graduate? <input type="checkbox"/> Yes Year _____ <input type="checkbox"/> No
College, vocational, or technical school attended	City and State	Program of Study	Did you graduate? <input type="checkbox"/> Yes Year _____ <input type="checkbox"/> No
College, vocational, or technical school attended	City and State	Program of Study	Did you graduate? <input type="checkbox"/> Yes Year _____ <input type="checkbox"/> No

SECTION 3 – CERTIFICATES AND WORK EXPERIENCE

List any additional colleges and vocational/technical schools on a separate sheet of paper and attach. Please have official transcripts sent to SSC as directed in the application checklist.

List current certification(s) earned and most recent work experience		
Certificate Name / Position Title	Institution or organization Certificate was earned / Place of employment	Year certificate received / Dates of employment

SECTION 4 – OTHER

Check all that apply

How did you hear about the Bachelor of Applied Science in Hospitality Management program 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: _____

Bachelor of Applied Science (BAS): **Hospitality Management** _____

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: _____