



Enrollment Information: Check one. New Re-Admit (absent 5 years plus) 2nd Degree Non-Degree

Program Location*: Pasadena Online Anticipated Term/Year :

*Please note: not all degree programs are offered at each location or available every semester

STUDENT PERSONAL INFORMATION

Student name Last First Middle Social Security No.

Maiden Name Other Name(s) you have used

Current mailing address Street City State ZIP

Permanent mailing address Street City State ZIP

Cell/Home phone Email Date of Birth

Occupation Title/Position

Gender: Citizenship: Alien Registration #

Ethnicity: How did you hear about Pacific Oaks?

Mother's Name: College (if any):

Father's Name: College (if any):

STUDENT PROGRAM

Degree: Program:

Post Graduate Certificate (Post MA - Choose one only):

California Teaching Credentials (May combine with BA or MA):

NOTE: Undergraduate students interested in credentials should apply concurrently to both programs. Admission to credential program requires passage of CBEST.

Student Education Information: List all the colleges that you have attended. (Please attach an additional page if necessary)

Table with 5 columns: College and location, Date(s) Attended, Units earned, Degree, Graduation Date

Student Certification:

I certify that, to the best of my knowledge, the information furnished on this application is true and complete.

Student Applicant Signature Date

Mail to:

Office of Admissions • Pacific Oaks College 5 Westmoreland Place • Pasadena, CA 91103 • Phone (626) 397-1349 • Fax (626) 666 -1220 • admissions@pacificoaks.edu

APPLICANT INSTRUCTIONS

1. Please type or print using **black ink**.
2. You are required to submit with this form a *\$55 non-refundable APPLICATION FEE*, payable to Pacific Oaks College by check or money order.
3. Transcripts must be filed before a decision will be rendered. Certain programs may require additional materials as part of the application process (See information on back). It is the applicant's responsibility to see that all required materials are received by Pacific Oaks College.

Application Deadlines:

Meeting the following deadlines will ensure admissions review for the desired term. If we are not able to review your application, you will be considered for admission in the subsequent semester. Complete applications are due:

- For Institutional Scholarship eligibility (Fall/Spring/Summer) and Fall **priority** admissions review: April 15
- For Fall term: June 1
- For Spring term: October 1
- For Summer term: April 15

****Applicants need to apply for admission and financial aid concurrently. Financial aid will be awarded to eligible, admitted students only.**

General Instructions for Application to All Degrees and Programs:

All documents listed below must be received before your application will be processed. Please stay in touch with the campus to monitor your file. Applicants' files, and documents therein, will be retained for two years. No documents will be returned nor copied after submission. Faxes of the application and accompanying pieces will not be accepted. Please include your name and social security number on all pieces.

1. **Application Form.** Although you may participate in all of Pacific Oaks programs and time frames, you must designate a primary time frame and primary campus.
2. **Non-refundable Application Fee of \$55.** Applicants must pay the fee with a check written on a U.S. bank check or a money order cashier's check in U.S. funds.
3. **Personal Statement** (typed) of 500 or more words. The statement will be used as a writing sample, so make the essay integrative and cohesive. Please sign the essay as a pledge that it represents your own work. Include the following in the essay:
 - Describe two experiences in your life and tell how they were formative in your development.
 - What are your professional goals and how will you pursue these goals through your course study at Pacific Oaks College?
 - Why did you choose Pacific Oaks College over other institutions?If you are applying to a Masters degree program, please answer the following question as well as those above:
 - What are your expectations of a graduate program?
4. **Work and Volunteer Experience Summary** (typed). Please submit information on a separate sheet of paper, listing positions, employers, ethnicity/ages of people with whom you worked, dates of employment (to/from), and a short description of your duties.
5. **Sealed Official Transcripts** from **all** post-secondary institutions attended. If a transcript does not include work in progress, a copy of your current registration must be submitted. Applicants currently completing B.A. degree requirements must send a letter from the institution stating the expected date of graduation. Applicants without a B.A. degree must meet entry requirements to be eligible for admission and enrollment. Transcripts become the permanent property of the College and cannot be released to the applicant or any other person or institution.
6. **Three Letters of Reference.** These must be from teachers, employers and/or administrators who are able to comment on the applicant's personal and/or academic abilities and skills, job performance or volunteer experience. We do not accept letters from relatives. Letters should be no more than two years old. Please make copies of the forms provided and give to those writing recommendations. If submitting a copy of a letter, please have the recommender complete and sign the form.
7. **Supplemental Program Questionnaires.** Required for the ABLE admission option, Teacher Education and M.A. in Marriage & Family Therapy programs. Complete all questionnaires and return them with your application.

****If you have taken the CBEST, MSAT/CSET or RICA exams, please submit scores with the application.**

Additional Instructions for International Applicants:

- International applicants must have non-U.S. transcripts evaluated by an approved international transcript evaluation agency before the transcripts can be used to determine admission. Please call for a list of approved agencies. We recommend the International Education Research Foundation (IERF). If an evaluation has been done prior to application, check with Admissions to determine its appropriateness.
- All International applicants for whom English is a second language, with the exception of applicants who have an undergraduate degree from an English language university, must take the **international** Test of English as a Foreign Language (TOEFL) and have the scores sent directly to the Admissions Office. A score of 213 or above on computer-based TOEFL is required for admission. Scores may be no more than two years old.
- All international applicants must have an admissions interview. The Admissions Office will contact applicants regarding the interview when the applicant's file is complete.
- International students who are requesting to transfer from another U.S. institution must submit a letter from the international student advisor stating the student is in good standing with the institution.
- International applicants must submit the following additional pieces: a Financial Statement and supporting financial documents.

Application Instructions for Non-Degree Students:

Non-Matriculating applicants (not seeking a degree, credential or certificate) must complete the admissions application. Official transcripts with proof of earned BA or MA degree is required. The application fee is \$30. Note: Departmental approval required prior to registration.

Instructions for Students Requesting Readmission:

Previously admitted students requesting readmission must submit an application if they have not been enrolled within the last five years. Applicants must submit a personal statement, work and volunteer experience summary (see items #3 & 4 above), and official transcripts of any subsequent coursework completed. The application fee is \$55.

Instructions for Students Requesting Graduate Admission:

B.A. graduates or current students applying to a Master's Degree must submit all application materials (items #1-7 above). Current students are eligible to apply if they are fully admitted, have applied for graduation, are in their last semester and within 6 units of completing degree requirements with no "incomplete" grades. The Admissions Office will request an unofficial PO B.A. transcript for the admissions process. It is not necessary to submit transcripts if they are already on file, only transcripts from new colleges and/or additional coursework. **ADMISSION IS NOT AUTOMATIC**



Letter of Reference
Required for MFT & TE only

Application
for Admission

Please make a copy for each recommender.

Applicant Name (please print) _____ **Date of Birth** _____

Please check the option of your choice and sign and date this form before submitting to recommender. If there is not an applicant signature, this will be treated as a non-confidential recommendation.

- I wish to have access to this letter of recommendation; it will not be confidential and will be incorporated into my file for the purpose of seeking admission.
- I waive my rights of access to this letter of recommendation and request that it be used for the purpose of admission, but not incorporated into my file.

Applicant Signature _____ Date _____

Recommender:

Typed recommendations are required. Attach this form with your letter. Please include in your statement qualities such as intellectual and academic ability; suitability for intensive work with children, adults, and families; interpersonal skills; reaction to criticism; and reliability. In addition, please address the following questions:

What is your professional/volunteer relationship to the applicant? _____

How long have you known the applicant? _____

Your Name (please print) _____ Title _____

Organization _____ Address _____

City/State/Zip _____ Phone (_____) _____

Signature _____ Date _____

Mail to:
Office of Admissions • Pacific Oaks College
5 Westmoreland Place • Pasadena, CA 91103 • Phone (626) 397-1349 • Fax (626) 666 -1220 • admissions@pacificoaks.edu

Student Instructions:

Some departments require supplemental questionnaires as part of the application process. These are in addition to the *Personal Statement*, which is outlined in the *General Instructions for Application*. Please complete all questionnaires that apply to the degree or program for which you are applying and return them with your application for admission. All questionnaires should be typed, doubled-spaced and labeled separately according to the program (e.g., “Supplemental Questionnaire for ABLE”) and be at least a paragraph in length. Do not combine or integrate them with each other or with the *Personal Statement*.

ASSESSMENT BY LIFE EXPERIENCE (ABLE)

1. Describe an event from your work or volunteer experience and tell us how it affected the way you work with others. What did you learn from this experience?
2. Briefly describe a relationship you have with another person (family member, significant other, co-worker). What did you learn about yourself from knowing, working, or interacting with this person?

MA ABLE (IN ADDITION TO THE ABOVE ABLE QUESTIONS)

3. Write about a challenge in your work, volunteer or life experience that resulted in your using your leadership skills to make a difference. What leadership skill(s) did you use?

TEACHER EDUCATION (CALIFORNIA CREDENTIALS ONLY)

1. What factors influenced your decision to pursue a career in teaching?
2. Have you had any classroom experience working with children? Briefly describe what you did and what you learned from this experience.
3. Working with diverse populations presents many challenges. What has been your experience?
4. Our mission at Pacific Oaks is to work for social justice—justice for the common good. What is one *injustice* that disturbs you? How can education address this injustice?
5. What knowledge and skills would you like to develop in order to become an effective teacher?
6. What are your expectations of the Teacher Education Program?
7. What are your strengths as a student? What are some of your challenges?
8. Exam history: list the date passed, ‘*Subject Matter Completion*’ letter awarded or anticipated exam date for the CBEST and CSET exams.

MARRIAGE AND FAMILY THERAPY

1. Describe experiences in your life that led you to want to become a therapist/counselor at this time.
2. Have you had any counseling/personal therapy experience? Briefly describe what you did and what you learned from this experience.
3. Working with diverse populations presents many challenges. What has been your experience? Describe a situation you encountered and how you resolved it.
4. What areas would you like to develop in order to become an effective therapist?
5. What are your expectations of the MFT Program?

MFT LATINA/O FAMILY STUDIES PROGRAM (IN ADDITION TO THE ABOVE MFT QUESTIONS)

1. Discuss your interest in the Latina/Latino Family Studies Program.
2. What do you consider are critical issues in the field of Latina/Latino Mental Health?
3. What do you consider are the strengths of the Latina/Latino Culture? Please discuss your perspective.
4. Discuss your understanding of social justice and oppression.
5. How do you plan to use this Masters degree in the service of Latina/Latino children and families? What is your vision?
6. Please share with us any additional information you may feel is useful for us to know about you. (optional)

MFT AFRICAN AMERICAN FAMILY STUDIES PROGRAM (IN ADDITION TO THE ABOVE MFT QUESTIONS)

1. Discuss your interest in the African American Family Studies Program.
2. What do you consider are critical issues in the field of African American Mental Health?
3. What do you consider are the strengths of the African American Culture? Please discuss your perspective.
4. Discuss your understanding of social justice and oppression.
5. How do you plan to use this Masters degree in the service of African American children and families? What is your vision?
6. Please share with us any additional information you may feel is useful for us to know about you. (optional)

Mail to:

Office of Admissions • Pacific Oaks College
5 Westmoreland Place • Pasadena, CA 91103 • Phone (626) 397-1349 • Fax (626) 666 -1220 • admissions@pacificoaks.edu