



Application for Admissions

Enrollment Information: Check one: New Re-Admit (absent 1+ year) 2nd Degree (PO Alum) Non-degree

*All re-admits must select either Pasadena: On Ground or Pasadena: Online & On Ground as a location.

Program Location*:

- 100% Online Pasadena: On Ground Pasadena: Online & On Ground
- Salinas Instructional Site Sacramento Instructional Site Santa Cruz Instructional Site

Anticipated Start Term/Year _____/_____/_____ Full Time _____ Part Time _____

Program of Interest:

B.A. Human Development (Check one from below as well)

- I am **not** interested in applying for Credit for Life Experience (CLE)
- Credit for Life Experience (CLE – Bachelors Completion)
- Credit for Life Experience (CLE – Bachelor waiver for admissions into M.A. Human Development)
- Credit for Life Experience (CLE – Bachelor waiver for admissions into M.A. Marriage & Family Therapy)

M.A. Human Development

M.A. Marriage & Family Therapy (Check one from below as well)

- Latina/o Family Studies Cohort African American Family Studies Cohort No Specialization

B.A. Early Childhood Education

B.A. Early Childhood Education with Preliminary Multiple Subject Credential (California)

M.A. Early Childhood Education

M.A. Education, with Preliminary Multiple Subject Credential (California)

Credential Program, Preliminary Multiple Subject Credential (California)

Post Graduate Certificate (Check one from below as well)

- Early Childhood Education Human Development Bicultural Development Leadership in Education & Human Services Social & Human Services

Applicant Personal Information:

Applicant 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

Home phone _____ Cell phone _____ Email _____

Date of Birth _____/_____/_____

Citizenship: U.S. Citizen Permanent Resident/Eligible Non-Citizen; Alien Registration # _____ International Student

Gender: Female Male

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian/Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Do you intend to apply for Financial Aid? Yes No

What is your military status? Active/Reserves Veteran Eligible Dependent Not Applicable

Is English your primary language? Yes No

Applicant Education Information: List all the colleges from which transfer credit is being sought and where degrees have been earned.

College and location	Date(s) attended	Units earned	Degree	Graduation date

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

Applicant Signature

Date

*** Please note: Applications for admission to the educational programs offered by Pacific Oaks College are evaluated without regard to or discrimination based upon race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability. Information on sex, age, ethnic origin, and citizenship status is for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by Executive Order 11375 and Title IX of the Education Amendments of 1972 and Part 86.45 C.F.R., and will not be used to discriminate in admission to or participation in any of the educational programs offered by Pacific Oaks College. Your application will not be processed unless your application is complete and all of the information on this form is submitted.*

APPLICANT INSTRUCTIONS

1. If completing a paper application, please type or print using black ink.
2. You are required to submit a *\$55 non-refundable APPLICATION FEE*, payable to Pacific Oaks College by credit card, check, or money order. Note: An automatic fee waiver is applied for all Pacific Oaks graduates.
3. Transcripts must be submitted before a decision will be rendered. Certain programs may require additional materials as part of the application process (See information on the Admissions Application Checklist). 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, we will consider admission in the subsequent term. Applicants seeking Institutional Scholarship consideration for each academic year must complete the Scholarship Application available on the Financial Aid webpage.

Campus applicants are encouraged to submit their admissions applications:

- For Fall term: June 1
- For Spring term: October 1
- For Summer term: April 1

Online applicants have a rolling admissions policy. Your admissions counselor will provide additional information regarding deadlines.

****Applicants need to apply for admissions and financial aid concurrently. Financial aid is 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 Admissions Office to monitor your file. Documents become the permanent property of Pacific Oaks College and cannot be released to the applicant or any other person or institution. Please include your name on all pieces.

1. **Application Form.** Applicants must designate a term and primary location/delivery model.
2. **Non-refundable Application Fee of \$55.** Applicants must pay the fee with a check, credit card, or cash.
3. **Personal Statement** (typed) of 500 or more words. The statement will be used as a writing sample, ensure the essay is integrative and cohesive. Include the following in the essay:
 - Describe two experiences in your life and explain what they mean to you.
 - What are your professional goals and how will you pursue these goals through your course study at Pacific Oaks College?
 - What about Pacific Oaks College appeals to you?If you are applying to a Master's 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 a resume including a demographic overview of the population with whom you have worked.
5. **Sealed Official Transcripts** from post-secondary institutions from which transfer credit is being sought and where degrees have been earned. If a transcript does not include work in progress, a copy of the applicant's 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 admissions and enrollment.
6. **2 Letters of Reference (Required for M.A. MFT program).** 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. **Credential Applicants Only:** Please submit OFFICIAL/SEALED CBEST 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 completed 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 550 or above on the paper-based exam, or 79 and above on the internet-based TOEFL is required for admission. IELTS score of 6.5 or higher is also accepted. 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 applicants who are requesting to transfer from another U.S. institution must submit a letter from the international student advisor stating the applicant 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 Applicants:

Non-Matriculating applicants (not seeking a degree, credential or certificate) must complete the admissions application. Official transcripts with proof of earned B.A. or M.A. degree is required. **The application fee is \$55.** Note: Departmental approval required prior to registration.

Instructions for Applicants Requesting Readmission:

Previously admitted students requesting readmission must submit an application if they have not been enrolled within 1-year. Applicants must submit a personal statement, work and volunteer experience summary (see items #3 & #4 above), and official transcripts of any subsequent completed coursework. **The application fee is \$55.**

Instructions for Pacific Oaks Undergraduates Applying for Graduate Admissions:

B.A. graduates or current students applying to a Master's degree must submit all application materials required for the applicant program. Current students are eligible to apply if they are fully admitted, have applied for graduation, are in their last semester, and within six units of completing degree requirements with no "incomplete" grades. The Admissions Office will request the Pacific Oaks College undergraduate transcript for the application process. **ADMISSION IS NOT AUTOMATIC.**



Letter of Reference
Required for M.A. MFT APPLICANTS

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 your 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 sole purpose of seeking admission.

I waive my right of access to this letter of recommendation and request that it be used for the sole purpose of admission, but not incorporated into my file.

Applicant Signature _____ Date _____

Recommender:

Typed recommendations are required. Attach this form with your letter. 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 (_____) _____

E-mail address _____

Signature _____ Date _____

ADMISSIONS APPLICATION CHECKLIST

- Admissions Application
- \$55 Application fee
- Personal Statement
- Resume (Work and Volunteer Summary)
- Sealed/Official Transcripts from colleges/universities attended from which transfer credit is being sought and where degrees have been earned
- 2 Letter of Reference (**M.A. MFT Applicants Only**)
- Sealed/Official CBEST score report (**Credentialing Applicants Only**)

INTERNATIONAL APPLICANTS

- Admissions Application
- \$55 Application fee
- Personal Statement
- Resume (Work and Volunteer Summary)
- Credential Evaluation Report performed on academic transcripts from an approved credential evaluation agency
- 2 Letter of Reference (**M.A. MFT Only**)
- Sealed/Official CBEST or CSET score report sent directly from testing center (**Teacher Credentialing Applicants only**)
- Sealed/Official TOEFL (79+IBT, 550+ PPB) or IELTS (6.5+) score report if English is not your primary language and if you haven't earned a degree at an English language school.
- Official bank statement showing financial support for 1-year (please check with Admissions for minimum amount required)
- If you have attended school within the U.S., please submit a copy of your current I-20 and official/sealed transcripts from your college/university.

Personal Statement Guidelines (typed) 500 words or more. The statement will be used as a writing sample, ensure the essay is integrative and cohesive. Please sign the essay as a pledge that it represents your own work. **Include your name on every page and answer the following in the essay:**

- *Describe two experiences in your life and explain what they mean to you.*
- *What are your professional goals and how will you pursue these goals through your course of study at Pacific Oaks College?*
- *What about Pacific Oaks College appeals to you?*

If you are applying to a Master's degree program, please answer the following question as well as those above:

- *What are your expectations of a graduate program?*

Admissions Priority Deadlines

Admission is conducted on a rolling basis.

For ground based programs, it is highly recommended that you submit your application and supporting documentation by the following priority deadlines, to secure your space in the program:

- **Summer: April 1st**
- **Fall: June 1st**
- **Spring: October 1st**

Please submit application and documentation to:

Admission Operations
c/o Pacific Oaks College
350 N Orleans ST STE 1050
Chicago, IL 60654-1822

Apply online at: <http://www.pacificoaks.edu/admission/>