

ENDICOTT COLLEGE

376 Hale Street, Beverly, MA 01915 • (978) 921-1000 • Fax (978) 232-2520

Discover The Experience...

APPLICATION INSTRUCTIONS

When considering candidates for admission, the Endicott Admission Review Committee looks at the entire individual. In addition to reviewing the application and student essay, the Committee concentrates on the student's academic record, personal recommendation(s), extra-curricular activities, and test scores. Additional consideration for admission is given to applicants who possess unusual strengths or accomplishments.

Endicott demonstrates a commitment to enrolling students from a wide geographic range as well as from all ethnic and racial heritages. We welcome applications without regard to race, religion, color, disability, national or ethnic origin, age, sex, marital status, pregnancy, sexual orientation, political belief, or prior military status.

Application Deadlines

Fall Admission:

Freshmen Students - February 15

Transfer and International Students - March 15

Spring Admission:

All students - December 15

We may continue to accept applications thereafter on a space-available basis; however some programs reach capacity early in the application cycle.

Procedures

All applications should be printed or typed and signed and dated. **All completed applications should be accompanied by a non-refundable application fee of \$40, payable to Endicott College.**

Students who submit their application online using the Endicott College website (www.endicott.edu/admission) may *either*:

- print, sign, and mail the Application Signature Page accompanied by the fee, *or*
- submit an electronic signature page and fee using a major credit card.

Arrange to have the following information sent along with your application or under separate cover:

- A response to either essay question located on the back portion of our *Application for Admission*,
- An official transcript of your high school or secondary school record including senior year first quarter/marketing period grades,
- One letter of recommendation from your guidance counselor and/or teacher,
- SAT or ACT scores.

Transfer students should send the materials listed above, official transcripts from all colleges attended, and an *Endicott Transfer Recommendation Form* (available at www.endicott.edu/admission).

International students should submit the materials listed above, as well as official results of Test of English as a Foreign Language (TOEFL or IELTS), and a declaration of finances indicating the applicant's or a sponsor's ability to pay the costs required to attend college in the United States. This information is required by the United States government and will be held in the strictest confidence. **SAT or ACT scores are recommended, but not required.**

Art Portfolios

Students planning to major in Art and Design programs are required to submit a portfolio of their artwork for review by the School of Visual and Performing Arts. The portfolio evaluation will augment the Admission Application. The portfolio should include the following:

- 20 samples of your artwork as JPEGs on a CD (do not send originals). Examples in various media are encouraged, such as drawing, ceramics, photography, drafting, or graphics; rather than a concentration of images in one medium or discipline.
- One application-specific portfolio assignment. Choose one of the following:
 - The Center of the Universe, in any medium, or
 - Self-portrait, in any medium.

Please do not call the College for guidance regarding this application-specific assignment, as it will be used to assess your creative thinking and problem-solving abilities.

- Checklist description of artwork including medium, title, size, date, and software, if applicable.
- One-page statement that includes, in the following order:
 - Which degree, major, and concentration you are applying for,
 - Why you want to study Art and Design at Endicott College,
 - What led to your interest in visual and creative media.

This statement is in addition to, not in place of, the *Admission Application* essay.

- CD and materials will not be returned.

Send materials by January 15 to: Portfolio Review, School of Visual and Performing Arts, Endicott College, 376 Hale Street, Beverly, MA 01915

Upon receipt of the portfolio, the Dean, Department Chair, and appropriate faculty will review the work. The evaluation will then be sent to the Admission Office as a supplemental assessment tool.

APPLICATION CHECKLIST

Please type or print all information and submit the following materials:

- A completed Endicott College Application for Admission *accompanied by a \$40 non-refundable application fee payable to Endicott College.*

Please remember to sign the application and have your parent or guardian also sign if you are under 18 years of age. If you have submitted an online application (available at www.endicott.edu) you must print, sign, and mail the Application Signature Page along with your application fee or you may submit an electronic signature page and fee.

- Email address. Please provide an email address we may use to correspond with you throughout the year. *Please note that we will use the address to provide you with important information.*
- Indicate the intended program of study on the back portion of the *Application for Admission* by checking only one box. (If you wish to change your program of study after admission, you must request the change in writing from the Vice President of Admission.)

Arrange to have the following information sent along with your application or under separate cover:

- A response to either essay question located on the back portion of our *Application for Admission*.
- An *official* transcript of your high school or secondary school record including senior year first quarter/marketing period grades.

We ask that you have your guidance counselor or principal forward this information directly to our Admission Office. Applicants who have not graduated from high school must submit a GED certificate issued by their state Department of Education.

Internationally educated applicants whose educational documents are in a foreign language are required to have their credentials translated into English by an official from the secondary school. Endicott reserves the right to require that internationally educated applicants have their credentials evaluated by an approved external agency. This agency will certify the validity of the documents and determine if and how the potential transfer credits apply within the United States educational system.

- One letter of recommendation from your guidance counselor and/or teacher. (Transfer students may submit a letter of recommendation from an instructor or other academic source.)
- Scholastic Assessment Test (SAT) or American College Test (ACT) scores.
The College requests that test scores be sent directly from ETS (code 3369) or ACT (code 1824). ****There may be a delay in recording test scores if you choose not to provide your social security number to the testing service. Please notify our office so that we can verify your scores manually.**
- Transfer Students:* Official college transcripts from all colleges attended and an *Endicott Transfer Recommendation Form* (available at www.endicott.edu/admission).
- International Students:* TOEFL or IELTS scores and a declaration of finances indicating the applicant's or a sponsor's ability to pay the costs required to attend college in the United States. *SAT or ACT scores are recommended, but not required.*
- Art Majors:* Students applying to the Creative Arts Therapy, Studio Art, Graphic Design, Photography, or Interior Design are required to submit portfolios of their artwork by **January 15** for review by the School of Visual and Performing Arts. Please follow the procedures noted in the Art Portfolios section of the previous page.

Please Note: Once the Office of Admission has received your completed application, signature page (for online applications) and application fee, you will receive a letter in the mail notifying you that we have received these documents. In the letter, you will also receive a USERNAME, PASSWORD, and instructions for checking our website to ensure our office has received all your required materials. It may take up to two weeks to receive and post some materials; therefore, you should check the website periodically for updates. After the suggested two weeks, if you find a discrepancy, please notify the Office of Admission. Admission decisions will **not** be posted on the website – you will be notified by mail once a decision has been made.

Applications will not be considered by the Admission Review Committee until ALL of the materials listed above have been received in the Office of Admission. Once the application is complete, we traditionally notify candidates by mail of an admission decision within seven to ten weeks.

Please send all application materials to:

Office of Admission
Endicott College
376 Hale Street
Beverly, MA 01915

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APPLICATION FOR ADMISSION

PLEASE refer to APPLICATION INSTRUCTIONS and APPLICATION CHECKLIST

FULL NAME _____			
_____	_____	_____	_____
Last/Family Name		First (Legal)	Middle Maiden Name
SOCIAL SECURITY NUMBER _____ - _____ - _____			
EMAIL ADDRESS _____			
Please provide an email address we may use to send you important information.			
PERMANENT MAILING ADDRESS _____			
CITY _____		STATE or COUNTRY _____	ZIP or POSTAL CODE _____
HOME TELEPHONE _____ - _____ - _____		CELL _____ - _____ - _____	
DATE of BIRTH _____ / _____ / _____		PLACE of BIRTH _____	
Month	Day	Year	City, State, Country

Note - If different from above, please give your mailing address for all admission correspondence.

PRESENT MAILING ADDRESS _____ Eff. date: From _____ To _____

CITY _____ STATE or COUNTRY _____ ZIP or POSTAL CODE _____

Please check the appropriate items:

Entrance Date	Housing	Gender	Citizenship
<input type="checkbox"/> Fall	<input type="checkbox"/> Resident	<input type="checkbox"/> Female	<input type="checkbox"/> U.S. Citizen
<input type="checkbox"/> Spring	<input type="checkbox"/> Commuter	<input type="checkbox"/> Male	<input type="checkbox"/> Permanent Resident
Applicant Status	<input type="checkbox"/> International Citizen of: _____		
<input type="checkbox"/> First Year	<input type="checkbox"/> Full-Time		
<input type="checkbox"/> Transfer	<input type="checkbox"/> Part-Time		

Race and Ethnicity - Optional Information (*)

Are you Hispanic or Latino? (choose only one)

Yes, Hispanic or Latino No, not Hispanic or Latino

What is your race? (choose one or more)

American Indian/Alaska Native White
 Black or African American Unknown/Other (explain)
 Asian
 Native Hawaiian/other Pacific Islander

(*) These questions are being asked to furnish statistics, as required by the Department of Education.

PARENT/GUARDIAN

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ - _____ - _____

Employer _____

Occupation _____

Business Telephone _____ - _____ - _____

Email _____

PARENT/GUARDIAN

Name _____ Relationship _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ - _____ - _____

Employer _____

Occupation _____

Business Telephone _____ - _____ - _____

Email _____

PERSON(S) RESPONSIBLE for PAYMENT:

NAME _____ RELATIONSHIP to STUDENT _____

STREET ADDRESS _____

CITY _____ STATE or COUNTRY _____ ZIP or POSTAL CODE _____

HOME TELEPHONE _____ - _____ - _____ WORK _____ - _____ - _____ FAX _____ - _____ - _____

HIGH SCHOOL/COLLEGE INFORMATION

High School Name _____ Date of Graduation _____

Address _____ HS CEEB# _____

City _____ State or Country _____ Name of Guidance Counselor _____

Zip or Postal Code _____ H.S. Telephone _____ - _____ - _____ G. C. Telephone _____ - _____ - _____

Transfer Students *Only*:

College Attended _____ From _____ To _____

College Attended _____ From _____ To _____

College Attended _____ From _____ To _____

PROGRAMS OF STUDY: By choosing only one square, please indicate your *intended* academic program of study.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Communication:
Advertising | <input type="checkbox"/> English:
Creative Writing | <input type="checkbox"/> Interior Design |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Communication:
Contemporary Journalism | <input type="checkbox"/> English:
Literary Studies | <input type="checkbox"/> Interior Design
Sustainable Design |
| <input type="checkbox"/> Biology/Biotechnology | <input type="checkbox"/> Communication:
Digital Film Making | <input type="checkbox"/> Environmental Science | <input type="checkbox"/> International Studies |
| <input type="checkbox"/> Biology/Biotechnology:
Environmental Science | <input type="checkbox"/> Communication:
Media Studies | <input type="checkbox"/> Fine Arts:
Creative Arts Therapy | <input type="checkbox"/> Liberal Studies |
| <input type="checkbox"/> Biology/Biotechnology:
Pre-Professional | <input type="checkbox"/> Computer Science | <input type="checkbox"/> Fine Arts:
Studio Art | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Computer Science
Interactive Computing
Technologies | <input type="checkbox"/> History | <input type="checkbox"/> Physical Education
Teacher Licensure
(PreK – 12) |
| <input type="checkbox"/> Business Administration:
Entrepreneurial Studies | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Hospitality Management | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Business Administration:
Finance | <input type="checkbox"/> Education
Liberal Studies Teacher
Licensure/Early Childhood
Education | <input type="checkbox"/> Hospitality Management:
Events Management | <input type="checkbox"/> Psychology:
Criminal Justice |
| <input type="checkbox"/> Business Administration:
International Business | <input type="checkbox"/> Education
Liberal Studies Teacher
Licensure/Elementary
Education | <input type="checkbox"/> Hospitality Management:
Senior Community
Management | <input type="checkbox"/> Psychology:
Human Services |
| <input type="checkbox"/> Business Administration:
Management | | <input type="checkbox"/> Hospitality Management:
Spa and Resort Management | <input type="checkbox"/> Sport Management |
| <input type="checkbox"/> Business Administration:
Marketing | | <input type="checkbox"/> Human Services | <input type="checkbox"/> Visual Communications:
Graphic Design |
| | | | <input type="checkbox"/> Visual Communications:
Photography |

How did you “discover” Endicott?

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> EC Admission Staff at my high school | <input type="checkbox"/> College Fair | <input type="checkbox"/> College Friend | <input type="checkbox"/> Parent(s) |
| <input type="checkbox"/> Alumna/us | <input type="checkbox"/> College Night | <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Private Counselor |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Current Endicott Student | <input type="checkbox"/> Mail | <input type="checkbox"/> Other (please specify) _____ |

Are any of your *relatives* Endicott: graduates current student(s) employee(s)?

If so, give name(s), relationship, and graduation dates: _____

ACTIVITIES (in High School)

Please check all *activities* in which you have participated in high school or in college for transfer students:

- | | | |
|---|---|--|
| <input type="checkbox"/> Band | <input type="checkbox"/> Drama Club | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Chorus | <input type="checkbox"/> SADD | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> School Newspaper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> National Honor Society | | (specify) |

SPORTS (in High School)

Please check all *varsity sports* you have played in high school or in college for transfer students:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Football | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Field Hockey | | |

ATHLETICS (in College) Please check all *varsity sports* in which you would like to participate at Endicott:

- | | | | | |
|--|--|--|---|-------------------------------------|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Football | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Dance (Club) | <input type="checkbox"/> Golf | <input type="checkbox"/> Sailing (Club) | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Cheerleading (Club) | <input type="checkbox"/> Equestrian | <input type="checkbox"/> Ice Hockey (Club) | <input type="checkbox"/> Soccer | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Crew (Club) | <input type="checkbox"/> Field Hockey | | | |

To what other colleges are you applying? _____

Have you ever visited Endicott? If yes, when? _____

ESSAY QUESTIONS

Please respond to one of the following essay topics (500–750 words minimum)

- Define what success means to you and how Endicott will contribute to your future academic, personal, and professional success.
- J.T. Adams stated, “There are . . . two educations. One should teach you how to make a living and the other how to live.” Describe what the quote above means to you and your expectations of your Endicott experience.

I hereby make application for the above-named student and agree to the fees, terms, and conditions as set forth in the catalog. In consideration of the undertaking by the Admission Office to process this form, the undersigned agrees that the information furnished on the application form, together with all information and materials of any kind received by the Admission Office from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President of Admission may, for official purposes at his discretion, disclose any part or all thereof to such person or persons as required by the applicable law.

Signature of Applicant _____ Date _____

Signature of Parent or Guardian _____ Date _____

Please Note: The Admission Review Committee will not consider applications until ALL of the materials listed on the checklist have been received in the Office of Admission.

*Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.
Endicott College is accredited by the New England Association of Schools and Colleges.*