

FOR OFFICE USE ONLY	
Receipt No: _____	Site: _____
Date: _____	Advisor: _____
Student ID: _____	

## APPLICATION FORM

It is acceptable to submit a legible photocopy of this form. Be sure to sign and date this form. Return this form to the Office of Admissions and Student Services with the **non-refundable \$50.00 application fee**. Please submit official transcripts for evaluation to the Office of the Registrar. Neither the application form nor transcript evaluation will be processed without payment of the non-refundable fee.

**British Columbia Applicants Return to:**  
**Office of Admissions**  
 City University of Seattle  
 789 West Pender Street, Suite 310  
 Vancouver, B.C. V6C1H2 Canada

**Alberta Applicants Return to:**  
**Office of Admissions**  
 City University of Seattle  
 1300 8th Street, Suite 630  
 Calgary, AB T2R1B2 Canada

**Submit all Official Transcripts to:**  
**Office of the Registrar**  
 City University of Seattle  
 11900 NE First Street  
 Bellevue, WA 98005 USA

### PART A

**Name:** \_\_\_\_\_  
Last First Middle Maiden/Former if applicable

**Mailing Address:** \_\_\_\_\_  
Street/P.O. Box Apt. Number

\_\_\_\_\_  
City State/Province Country Postal Code

**Day Phone:** ( ) \_\_\_\_\_ **Evening Phone:** ( ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_ @ \_\_\_\_\_ **Social Insurance No.:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ MM DD YYYY **Gender:**  Male  Female

**Are you a Canadian citizen/resident?** Yes  No  **If no, which visa do you hold?** \_\_\_\_\_  
Please provide a copy of your visa with your application.

**Have you completed High School in the U.S.?** Yes  No  **If no, which country?** \_\_\_\_\_

**Ethnic Origin\* (optional):**

- Am. Indian, Alaska Native, First Nation (1)
- Asian or Pacific Islander (2)
- Black Non-Hispanic (3)
- White Non-Hispanic (4)
- Hispanic (5)
- Other (8)

**Employer:** \_\_\_\_\_

**Does your employer have a tuition reimbursement program?**  
 Yes  No  I don't know.

**Name of reimbursement program:** \_\_\_\_\_

**Are you applying for Financial Aid?**  Yes  No

**Are you a spouse or dependent of a City University employee?**

Yes  No **Name:** \_\_\_\_\_

\* As a U.S. Institution, this data is reported annually to the U.S. Department of Education. (Submission of this information is optional. It is used to determine the effectiveness of efforts to provide equal education opportunity. These are federally designated categories.)

**Check the City University location you wish to attend as your primary location\*:**

**Canada**

- |  |  |
|--|--|
| <input type="checkbox"/> School of Business and Management | <input type="checkbox"/> Division of Arts and Sciences |
| <input type="checkbox"/> ONLINE                            | <input type="checkbox"/> British Columbia              |
| <input type="checkbox"/> Albright School of Education      | <input type="checkbox"/> Alberta                       |
| <input type="checkbox"/> British Columbia                  |  |

**Quarter you wish to begin:**  Fall  Winter  Spring  Summer Year: 20 \_\_\_\_\_

**\*Please Note:** Not all programs are available at all locations. Contact an Advisor for a listing of programs available at each site.

## PROGRAM INFORMATION

Please mark the program you are applying to:

### SCHOOL OF MANAGEMENT – ONLINE

#### UNDERGRADUATE

##### Bachelor of Science - Accounting

- B.S. - Accounting

##### Bachelor of Science - Business Administration

- B.S. - Business Administration - General Management Emphasis
- B.S. - Business Administration - Human Resource Management Emphasis
- B.S. - Business Administration - Individualized Study Emphasis
- B.S. - Business Administration - Information Systems/Technology Emphasis
- B.S. - Business Administration - International Management Emphasis
- B.S. - Business Administration - Marketing Emphasis
- B.S. - Business Administration - Project Management Emphasis

##### Bachelor of Science - Computer Systems

- Networking/Telecommunications

##### Bachelor of Science - Information Systems

- B.S. - Information Systems/Specialty in Systems Development & Management

##### Undergraduate Certificate

- Accounting
- Marketing
- Networking- Telecommunications
- Project Management

##### No Degree Declared - Undergraduate

- No Degree Declared - Undergraduate Courses

#### GRADUATE

##### Master of Business Administration

- M.B.A.
- M.B.A. - Global Marketing Management Emphasis
- M.B.A. - Finance Emphasis
- M.B.A. - Technology Management Emphasis
- M.B.A. - Change Leadership Emphasis

##### Master of Arts

- M.A. in Leadership

##### Master of Science in Project Management

- M.S. - Project Management

##### Master of Science in Technology Management

- M.S. - Technology Management

##### Graduate Certificate - Business

- Global Leadership
- Change Leadership
- Accounting
- General Management
- Marketing
- Project Management
- Technology Management

##### No Degree Declared- Graduate

- No Degree Declared- Graduate Courses

### GORDON ALBRIGHT SCHOOL OF EDUCATION – B.C.

#### GRADUATE

##### Master of Education

- M.Ed. - Leadership
- M.Ed. - Leadership and School Counselling

##### No Degree Declared- Graduate

- No Degree Declared- Graduate Courses

### SCHOOL OF ARTS AND SCIENCES

#### GRADUATE - BC

- Master of Counselling

##### No Degree Declared- Graduate

- No Degree Declared- Graduate Courses

#### GRADUATE - AB

- Master of Counselling

#### ONLINE

##### UNDERGRADUATE

##### Associate of Science

- A.S.- General Studies

##### Bachelor of Science

- B.S. - General Studies
- B.S. - Communications

##### Bachelor of Arts in Applied Psychology

- B.A. - Applied Psychology

##### No Degree Declared - Undergraduate

- No Degree Declared - Undergraduate Courses

##### Undergraduate Certificate

- Adolescent and Child Services
- Gerontology

## PART C

List only colleges or universities that will supply transcripts to City University of Seattle at your request. Official transcripts from these colleges or universities must be sent to City University of Seattle in sealed institutional envelopes. All transcripts must be official (original or certified copies of original) documents.

College/University	Location	Attendance (from - to)	Certificates/Credits Degrees Received	Date Transcripts Requested
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other names that your transcripts may be listed under: \_\_\_\_\_

Are you submitting transcripts/test scores from an organization other than a college or University ( i.e. CLEP, DANTES)?

Yes  No If yes, please list: \_\_\_\_\_

**Do you require any special services or accommodations?**  Yes  No

If yes, please contact the Disability Resource Office at 800.426.5596 extension 7620.

### How did you hear about City University of Seattle?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Family/Friend(s) | <input type="checkbox"/> Internet/ City U. Home page | <input type="checkbox"/> Other University |
| <input type="checkbox"/> Radio            | <input type="checkbox"/> Newspaper Ad                | <input type="checkbox"/> Education Fair   |
| <input type="checkbox"/> Employer         | <input type="checkbox"/> Other                       |   |

## PART D

*Please review the following policies and procedures.*

### **Notice of Non-Discriminatory Policy**

City University of Seattle subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders that pertain to civil rights, equal opportunity and affirmative action. City University of Seattle policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, and status as a Vietnamera or disabled veteran in the recruitment and admission of students of any race, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, scholarships, loans, activities and services. Evidence of practices that are inconsistent with this policy should be reported to the Affirmative Action Coordinator in the office of Human Resources — 11900 NE First Street, Bellevue, Washington 98005 (425) 637-1010. City University of Seattle is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Ave. NE, Suite 100, Redmond, WA 98052, and an EO institution.

### **Substance Abuse Policy**

The goal of City University of Seattle's substance abuse policy is to ensure that the University and all its locations are free of illegal drug use, alcohol abuse or illegal drug activity. All City University of Seattle employees, faculty, staff and students will be provided with a complete copy of this policy. From time to time, drug-related educational materials and programs will be offered to enhance your awareness of the facts about alcohol abuse, as well as illegal drugs and the consequences of their use. Materials and programs also will describe the alternatives available to you in the event that you are or may become involved with drugs and feel the need for professional assistance. The University's typical response to voluntary requests for assistance is summarized in the policy. The policy's legal basis is the Federal Drug-Free Workplace Act of 1988, and Drug-Free School and Communities Act-Higher Education, Drug-Free Schools and Campuses, August 16, 1990. These laws and this policy apply to all City University of Seattle employees, faculty, staff and students, full-time, part-time and oncall. City University of Seattle is required by strict mandate of the Department of Education to implement and enforce these regulations.

### **Grievance Procedure**

The Student, Staff and Faculty Grievance Procedure is designed to provide an effective/ acceptable means for persons to bring equal opportunity /non discrimination, disciplinary or any conduct-related problems and complaints to City University of Seattle's attention. This procedure enables students, staff and faculty to file a grievance without fear of retribution or prejudice, and to help identify and eliminate legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues other than grades. The grade grievance procedure is and remains as defined in the catalog and faculty handbook.

### **Grievance filing process:**

1. The aggrieved party contacts the Affirmative Action Coordinator (AAC) as soon as a problem is recognized;
2. The aggrieved party and the AAC, together, prepare a careful and correct grievance form;
3. The AAC conducts an investigation and prepares a report of findings;
4. The AAC reviews the report findings with the Vice President for Human Resources who, in turn reviews them with the aggrieved party's department head and the university's Executive Management Group;
5. Within ten days, the outcome of these reviews will be shared with the aggrieved party;
6. In the event of any apparently irreconcilable conflict, a three-person board, comprising non-involved management, supervisory and peer group, will be appointed to review the grievance and attempt conciliation. Their written recommendation, of which the aggrieved party will receive a copy, will be prepared within ten additional working days, for review by the president of the university;
7. When the appropriate action has been determined, all parties involved will be informed of the decision in writing, and finally a follow-up procedure will be developed to ensure that the agreed upon action is carried out.

Documentation of all proceedings will be held in strictest confidence and maintained in a confidential file. It is the responsibility of all City University of Seattle employees to refer any student grievance to the Affirmative Action Coordinator and to comply with this procedure regulations.

### **Disclosure of Campus Security Policy & Campus Crime Statistics Act**

City University of Seattle is a private nonprofit institution of higher education. Its mission to provide educational opportunities world wide, primarily to segments of the population not being fully served. City University of Seattle is committed to the safety and security of its entire faculty, staff and students. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university is dedicated to the accurate and timely dissemination of all crime statistics and security related information to our constituents. The annual report containing campus and non-campus crime statistics and related information may be accessed at [www.cityu.edu](http://www.cityu.edu). Paper copies are available upon request by calling our Human Resource Department at 1.800.426.5596, extension 7613.

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## PART E

**Equal Opportunity, Drug and Grievance Policies –**

I have read and understand the above equal opportunity, drug, grievance, and campus security policy statements.

YES    NO   Please Initial and Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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