

CITY UNIVERSITY OF SEATTLE APPLICATION FOR ADMISSION



Submit all transcripts to:

City University of Seattle
Office of the Registrar
521 Wall St., Suite 100
Seattle, WA 98121

Return completed application to:*

City University of Seattle
Office of Admissions
521 Wall St., Suite 100
Seattle, WA 98121

Application Checklist

- Complete, sign, and return application form to the address above.
- Include a non-refundable \$50.00 application fee with completed application.
- Request transcripts from all institutions and have sent to CityU of Seattle Registrars office.
- Refer to the program information at www.CityU.edu or contact an Admissions Advisor (1.888.422.4898) to identify any additional program-specific requirements.

CITY UNIVERSITY OF SEATTLE

APPLICATION FOR ADMISSION

It is acceptable to submit a legible photocopy of this form. It is also available online at www.cityu.edu/forms. Be sure to sign and date this form. Return this form to the Office of Admissions 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.

FOR OFFICE USE ONLY

Receipt No. _____

Location: _____

Date: _____

Advisor: _____

Student ID: _____

Return Application to:

Office of Admissions
City University of Seattle
521 Wall St., Suite 100
Seattle, WA 98121

Submit all Transcripts to:

Office of the Registrar
City University of Seattle
521 Wall St., Suite 100
Seattle, WA 98121

APPLICANT INFORMATION

Name _____
Prefix (Ms., Mr., etc.) First Middle Last Suffix (Jr., Sr., III, etc.)

Mailing Address _____
Street/P.O. Box Apt. Number

City State/Province Country Postal Code

Permanent Address _____
Street/P.O. Box Apt. Number

City State/Province Country Postal Code

Social Security Number (US) or Social Insurance Number (Canada) _____

Gender: Male Female Date of Birth _____ / _____ / _____ (MM/DD/YYYY)

Are you a U.S. or Canadian citizen/resident? Yes No If no, which visa do you hold? _____
Please provide a copy of your visa with your application.

Country of Citizenship (optional) _____

Have you completed High School? Yes No

Country _____ State (if U.S.) _____ Year Graduated (mm/dd/yyyy): _____

Work Phone (____) _____ Home (____) _____ Cell (____) _____ E-mail _____

Ethnic Origin Native Hawaiian / Other Pacific Islander American Indian, Alaska Native, First Nation Asian
 Black / African American White Non-Hispanic Hispanic / Latino
 Other _____

(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.)

PROGRAM INFORMATION

Please mark the program you are applying to:

GORDON ALBRIGHT SCHOOL OF EDUCATION

Bachelor of Arts in Education

- Elementary Education and Early Childhood Ed
- Elementary Education and ELL
- Elementary Education and Reading
- Elementary Education and Middle Level Math
- Elementary Education and Special Education
- Special Education and Middle Level Math

Alternative Route to Teacher Certification

No Degree Declared - Undergraduate

Master of Education Programs

- Curriculum and Instruction
- Guidance and Counseling
- Guidance and Counseling with ESA Certification
- Reading and Literacy
- Special Education
- Leadership
- Educational Leadership with Administration Certification

Master in Teaching

- Elementary Education
- Elementary Education and English Language Learners
- Elementary Education and Reading
- Elementary Education and Special Education
- Elementary Education with Culturally and Linguistic Diverse Learners
- Elementary Education and Special Education Low Incidence Disabilities
- Elementary Education - Performance Based
- Elementary and Special Education Performance Based

Graduate Certificates

- Executive Leadership: Superintendent Certification
- Executive Leadership: Professional Certificate Principals and Program Administrators
- Educational Leadership: Administrator Certification
- Contemporary School Leadership
- Transformational School Leadership
- Non-Degree Plans of Study for Endorsements

No Degree Declared - Graduate

SCHOOL OF MANAGEMENT

- Associate of Science in Business
- Bachelor of Arts in Management
- Bachelor of Science in Accounting

Bachelor of Science in Business Administration

- International Finance Emphasis
- General Management Emphasis
- Human Resources Management Emphasis

- Individualized Study Emphasis
- Information Systems Management Emphasis
- International Management Emphasis
- Marketing Emphasis
- Project Management Emphasis
- Supply Chain Management Emphasis
- Corporate Risk Emphasis

Bachelor of Science in Healthcare Administration

Bachelor of Science in Project Management

- Information Technology Emphasis
- Specialized Study Emphasis

Undergraduate Certificates

- Accounting
- Project Management

No Degree Declared - Undergraduate

Master of Business Administration (MBA)

- Accounting Emphasis
- Change Leadership Emphasis
- Entrepreneurship Emphasis
- Finance Emphasis
- Global Management Emphasis
- Global Marketing Emphasis
- Human Resources Management Emphasis
- Project Management Emphasis
- Sustainable Business Emphasis
- Technology Management Emphasis

Master of Science in Integrated Supply Chain Management

Master of Science in Project Management

Master of Healthcare Administration

Doctor of Business Administration

Graduate Certificates

- Accounting
- Finance
- Marketing
- Project Management

No Degree Declared - Graduate

TECHNOLOGY INSTITUTE

Bachelor of Science in Applied Computing

- Information Security Emphasis
- Networking Emphasis
- Programming Emphasis
- Systems Development Emphasis

Bachelor of Science in Computer Science

- Programming Emphasis
- Software Engineering Emphasis
- Information Security Emphasis

Bachelor of Science in Information Systems

- Programming Emphasis
- Systems Development and Management Emphasis

Bachelor of Science in Information Technology

- Information Security Emphasis
- Networking Emphasis

Master of Science in Computer Science

Master of Science in Information Security

DIVISION OF GENERAL STUDIES

- Associate of Science in General Studies
- Associate of Science in General Studies (Military Only)
- Bachelor of Science in General Studies

DIVISION OF ARTS & SCIENCES

Bachelor of Arts in Applied Psychology

- Child and Adolescent Services Emphasis
- Criminal Behavior Emphasis
- Gerontology Emphasis

Bachelor of Arts in Human Services

- Addiction Recovery Services Emphasis
- Aging/Older Adult Services Emphasis
- Child and Adolescent Services Emphasis
- Health and Human Services Administration Emphasis
- Human Services in Criminal Justice Emphasis

Bachelor of Science in Criminal Justice

- Corporate Security and Investigation Emphasis
- Cyber Forensic Investigation Emphasis
- Justice Administration Emphasis

No Degree Declared - Undergraduate

Master of Arts in Counseling

- Clinical Mental Health Counseling
- Marriage, Couples and Family Counseling
- Post-Graduate Professional Credentials

SCHOOL OF APPLIED LEADERSHIP

Master of Arts in Leadership

Master of Education in Adult Learning

- Adult Education Emphasis
- Training in Organizations

Master of Education in Adult Learning: TESOL

Doctor of Education in Leadership

- Educational Leadership Concentration - Principal or Program Administrator
- Educational Leadership Concentration - Superintendent Certification
- Higher Education Concentration
- Organizational Leadership Concentration
- Specialized Study Concentration

Graduate Certificates

- Change Leadership

No Degree Declared - Graduate

WASHINGTON ACADEMY OF LANGUAGES

Graduate Certificates

- TESOL
- TESOL: Advanced

EDUCATIONAL HISTORY & TRANSCRIPT INFORMATION

Which quarter are you applying for: Fall Winter Spring Summer Year: 20 _____

Have you applied to CityU of Seattle previously? Yes No If yes, which quarter? _____

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. Students applying to graduate degree programs are required to submit transcripts only from the institution that awarded the posted bachelor's degree and/or institution(s) awarding credit that you will be attempting to use for graduate elective credit or direct equivalency credit.

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 _____

PRIMARY LOCATION (Not all programs are available at all locations. Contact an advisor for more information.)

CityU Locations:

Bellevue Everett Renton Tacoma Vancouver WA Online

Partner Locations:

Centralia College Lower Columbia College Peninsula College Shoreline CC Grays Harbor CC

SPECIAL ACCOMMODATIONS

Do you require special accommodation? Yes No If yes, please contact the Disability Resource Office at 800.426.5596 ext. 7620

EMPLOYMENT/REIMBURSEMENT INFORMATION

Are you currently employed? Yes No Employer _____

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

If yes, name of reimbursement program _____

Are you applying for Financial Aid? Yes No

Are you a spouse or dependent of a CityU of Seattle employee? Yes No Name of employee: _____

MILITARY INFORMATION (OPTIONAL)

Military Status N/A Active Duty Active Reserve Inactive Reserve Veteran Retired Branch _____

If Active Duty or Active Reserve, provide your military installation (base) _____

Are you submitting military transcripts for evaluation? Yes No

If yes, provide the following: Rank, Rate & Rating or Military Occupational Speciality (MOS) _____

POLICIES & PROCEDURES

Equal Opportunity/Non-Discrimination Grievance Procedure

City University of Seattle subscribes to the principles and laws of individual states and the federal government, including applicable Executive Orders that pertain to civil rights, equal opportunity, and affirmative action.

City University of Seattle prohibits discrimination on the basis of race, gender, religion, age, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, and status as a veteran. The policy regulates the recruitment, employment, and retention of faculty and staff and the operation of all University programs, scholarships, loans, activities, and services.

City University of Seattle has created the following procedure to provide an effective and acceptable way to bring to the University's attention any equal opportunity/non-discrimination, disciplinary or conduct-related problems and complaints. The procedure helps identify and eliminate legitimate causes for dissatisfaction and enables students, faculty and staff to file a grievance without fear of retribution or prejudice. The procedure is separate from and applies to all issues other than grades.

Evidence of practices that are inconsistent with this policy should be reported to the Human Resources Office. If a situation warrants further administrative assistance, after using City University of Seattle's grievance procedure and appeals conciliation process, public resources are available through the U.S. Department of Education, the U.S. Office of Civil Rights, and the Washington State Human Rights Commission.

The grievance filing procedures are as follows:

1. The aggrieved party contacts the Director of Human Resources or appropriate designee as soon as a problem is recognized.
2. The aggrieved party and the Director of Human Resources or appropriate designee meet where an appropriate form is provided for the aggrieved party.
3. Once the form is completed, the Director of Human Resources or appropriate designee conducts an investigation and prepares a report of findings.
4. The Director of Human Resources or appropriate designee reviews the findings with the aggrieved party's department head and the University's management team.
5. Within 10 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 comprised of non-involved management, supervisory staff and a member of one's peer group will be appointed to review the grievance and attempt conciliation. The board's written recommendation, of which the aggrieved party will receive a copy, will be prepared within 10 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. Finally, a follow-up procedure will be developed to ensure the action that was agreed upon is carried out accordingly.

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 a student grievance to the Director of Human Resources or appropriate designee for compliance with this procedure.

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 on-call. City University of Seattle is required by strict mandate of the Department of Education to implement and enforce these 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. Paper copies are available upon request by calling our Human Resource Department at 1.800.426.5596, extension 7613.

Equal Opportunity, Drug and Grievance Policies — By signing this form I confirm that have read and understand the above equal opportunity, drug, grievance, and campus security policy statements.

Please Initial and Date _____

I hereby certify that the information I have provided on this application is accurate and complete to the best of my knowledge.

Name (please print) _____

Signature _____ Date _____