



# CityUniversity

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 Enrollment  
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 Office of the Registrars.
- Refer to the program information at [www.CityU.edu](http://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](http://www.cityu.edu/forms). Be sure to sign and date this form. Return this form to the Office of Enrollment 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: _____

	<b>Return Application to:</b>  <b>City University of Seattle</b> Office of Enrollment 521 Wall St., Suite 100 Seattle, WA 98121	<b>Submit all Transcripts to:</b>  <b>City University of Seattle</b> Office of the Registrar 521 Wall St., Suite 100 Seattle, WA 98121
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### 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:

### SCHOOL OF EDUCATION

#### Bachelor of Arts in Education

- Elementary Education
- 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
- Curriculum and Instruction Specialized Study
- Professional School Counseling
- Professional School Counseling with ESA
- Reading and Literacy
- Special Education
- Leadership
- Educational Leadership with Administration Certification

#### Master in Teaching

- Elementary Education
- Elementary Education and English Language Learners (ELL)
- Elementary Education and English Language Learners – Performance Based
- Elementary Education and Reading
- Elementary Education and Special Education
- Elementary Education – Performance Based
- Elementary and Special Education Performance Based

#### Graduate Certificates

- Executive Leadership: Superintendent Certification
- Educational Leadership: Administrator Certification
- Contemporary School Leadership
- Transformational School Leadership
- Non-Degree Plans of Study for Endorsements

#### Endorsements

- Elementary Education
- English Language Learners (ELL)
- Mathematics
- Middle Level Math
- Reading
- Special Education

#### No Degree Declared - Graduate

### SCHOOL OF MANAGEMENT

- Associate of Science in Business
- Bachelor of Arts in Management
- Bachelor of Arts in Management Specialized Study

#### Bachelor of Science in Business Administration

- Accounting Emphasis
- 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
- Corporate Risk Emphasis

#### Bachelor of Science in Criminal Justice

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

#### Bachelor of Science in Healthcare Administration

#### Bachelor of Science in Project Management

- Information Technology Emphasis
- Specialized Study Emphasis

#### Undergraduate Certificates

- 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
- Technology Management Emphasis
- Electives

#### Master of Business Administration Specialized Study

#### Masters of Professional Accounting

#### 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
- Bachelor of Science in Information Systems
- Bachelor of Science in Information Technology

#### Bachelors of Science in Cybersecurity and Information Assurance

- 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

### SCHOOL OF ARTS & SCIENCES

- Bachelor of Arts in Applied Psychology
- Bachelor of Arts in Applied Psychology Specialized Study

#### Bachelor of Arts in Human Services

- Addiction Recovery Services Emphasis
- Child and Adolescent Services Emphasis

#### No Degree Declared - Undergraduate

#### Master of Arts in Counseling

- Clinical Mental Health Counseling Emphasis
- Marriage, Couples and Family Counseling Emphasis

#### Graduate Chemical Dependency Certificate

### SCHOOL OF APPLIED LEADERSHIP

- Master of Arts in Leadership
- Master of Education in Adult Education
- Master of Education in Adult Education: 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

#### Undergraduate Certificate – English Language Program (ELP)

- World Languages

## 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:

Seattle  Everett  Renton  Tacoma  Vancouver, WA  JBLM  Online

### Partner Locations:

Lower Columbia College

## 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](http://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 \_\_\_\_\_