



# MANHATTANVILLE COLLEGE

2900 Purchase Street, Purchase, New York 10577 [www.manhattanville.edu](http://www.manhattanville.edu)

## UNDERGRADUATE STUDENT APPLICATION

### APPLYING FOR ADMISSION

If you prefer to file your application online, visit our website at: [www.manhattanville.edu](http://www.manhattanville.edu).

To make sure we have all the information needed to evaluate your past achievement and future potential, you are required to submit the following items:

**1. APPLICATION:** If you need extra copies of this form, or if you have any questions, please call the Office of Admission and Financial Planning at 1-800-32-VILLE.

**2. \$75 APPLICATION FEE:** Make check or money order payable to Manhattanville College.

**3. TEST SCORES:** Manhattanville College is a test optional institution.

- If submitting SAT or ACT scores, send them directly to Manhattanville College. The College code is 2397. High School students should plan to complete the exam no later than the fall term of their senior year.
- If choosing test optional, submit a graded writing sample.

#### 4. ACADEMIC CREDENTIALS:

- A candidate for admission is required to (1) be a graduate of an accredited secondary school or the equivalent; (2) have completed a minimum of 16 academic units that include the following: 4 units of English, 3 units of Mathematics, 2 units of Social Studies, 2 units of Science, and 5 additional units of academic electives chosen from the following areas: Social Science, Humanities, Foreign Language, and Mathematics.
- Students should request that their secondary school send an **official transcript** of grades earned to date.
- Submit **two (2) letters of recommendation** (include one from a guidance professional and one from a current or former teacher).
- Submit a **personal essay** describing your goals and objectives for the upcoming four years.

Applicants who have completed the GED test in lieu of high school should request that an official score report be sent directly to the Office of Admission.

Candidates with outstanding high school records may apply for early admission, and, if accepted, enroll after the completion of three years of secondary school. Candidates for this process must arrange an interview with the Director of Admission.

Applicants interested in H.E.L.P., a program for students with a documented learning disability, should contact the H.E.L.P. office at (914) 323-5313 after your admission.

**International applicants** are requested to submit supplemental documentation regarding their proficiency in the English language. An acceptable TOEFL score is required for admission. All academic documents must be translated into English and notarized. In addition, an Affidavit of Financial Responsibility is required before the Certificate of Eligibility for nonimmigrant (F1) student status (1-20) is issued.

### DEADLINES

The deadline for freshman applications for the fall semester is March 1. The spring semester deadline is December 1. Applications received after these dates will be considered on a space-available basis.

### ACADEMIC SCHOLARSHIPS

Academic scholarships are awarded to incoming full-time students on the basis of the student's previous academic accomplishments. Awards are renewable if the student maintains a required grade point average.

### TRANSFER ADMISSION PROCESS

Manhattanville College welcomes transfer students who are in good academic standing (minimum 2.50 cumulative grade point average) at other accredited colleges or universities. Applicants who have successfully completed at least 30 semester hours are not required to submit SAT scores or secondary school records unless requested by the Office of Admission. Transfer applicants should send official transcripts from all previously attended post secondary institutions. Specific course descriptions may be needed to complete the evaluation process. Transfer applicants should submit a "Statement of Good Standing" from the Dean(s) of all colleges wherein the student has matriculated.

Students from non-accredited colleges may be admitted if they satisfy the admission requirements of Manhattanville College. Students who have been dismissed for academic or disciplinary reasons will not be considered for acceptance until at least one academic semester has elapsed following the dismissal.

Transfer students are eligible for consideration for academic scholarships. For possible consideration, students should have completed a two-year degree, or a minimum of 30 semester hours, and have a cumulative grade point average of 2.50. Academic scholarships are available to full-time incoming students for entrance in the fall/spring semester.

### FINANCIAL AID

The Financial Aid Office uses the Free Application for Federal Student Aid (FAFSA) as its primary application for institutional and federal aid programs. Manhattanville College's FAFSA Code is 002760. New York State residents are urged to submit the Express TAP application (ETA), in order to determine their eligibility for the New York State Tuition Assistance Program.

Manhattanville College supports equal opportunity in recruitment, admission, educational programs, and employment practices regardless of race, color, age, sex, disability, ethnic or national origin, or sexual orientation. Consistent with the requirements of Title IX of the Education Amendment of 1972, as amended, and Part 86 of 45 C.F.R., Manhattanville College does not discriminate on the basis of sex in the conduct of its education programs or activities (including employment therein and admission thereto).

### EARLY DECISION

Manhattanville College offers an Early Decision opportunity to students who have decided that Manhattanville is their first choice. An Early Decision application must be received by December 1 of the candidate's senior year in secondary school. Once Manhattanville receives the required academic support documents (transcripts, test scores, and recommendations, etc.), the candidate is notified of Manhattanville's decision no later than December 31.

#### Key Information:

- The Early Decision application deadline is December 1.
- To apply for Early Decision status, check off the Early Decision box on the application.
- Submit all required academic support documents (see items 3 and 4 as listed under "Applying for Admission") via your guidance counselor.
- Candidate will be notified of a decision no later than December 31.
- A candidate applying to the College under the Early Decision Plan is required to sign the statement (see below) that he/she withdraws any application for admission to other colleges and will file no additional applications if he/she is accepted to Manhattanville. The candidate's guidance counselor must also acknowledge the applicant's commitment by co-signing the aforementioned statement.
- If offered admission, an Early Decision candidate must submit a deposit confirmation of \$400 (resident) and \$270 (commuter) within two weeks of being notified of acceptance. This deposit is non refundable.
- Any Early Decision candidate who wants to be considered for financial aid should file:
  1. Financial Aid Estimator (2010-2011) Academic Year
  2. Free Application for Federal Student Aid (FAFSA) 2010-2011
  3. (ETA) Express TAP Application (New York State residents only)

Please sign the Early Decision agreement and submit it with your application:

I, \_\_\_\_\_  
on this date, have read and understand all the provisions required by the Early Decision process at Manhattanville College. If accepted to Manhattanville via Early Decision, I am aware that the Early Decision Plan requires me to withdraw my application from any other institution. I have consulted with my Guidance Counselor/Director at my High School prior to making this decision.

Student Signature: \_\_\_\_\_

Date: / /

Guidance Counselor/Director: \_\_\_\_\_

Date: / /

## PERSONAL INFORMATION

Male  Female

Name: Last:	First:	Middle:	USA Social Security Number:	
Home Address:	City:	State:	Zip Code:	Country:
Mailing Address (if different):	City:	State:	Zip Code:	Country:
Home Phone: (        )	Best time to call:	Business Phone: (        )	Best time to call:	
Cell Phone: (        )	Best time to call:	E-mail Address:		
Date of Birth (Month/Day/Year):		Place of Birth:		

Are you a United States Citizen?  Yes  No

### Non-Residents respond to the following:

Country of Citizenship: \_\_\_\_\_

Are you a Permanent Resident of the United States?  Yes  No      If yes, what is your Alien Registration number? \_\_\_\_\_

If you are neither a Permanent Resident nor a United States Citizen, what is your Visa Type? \_\_\_\_\_

**NOTE: Please include a copy of your Alien Registration card number with your application.**

## PROGRAM OF STUDY

Freshman Candidate  Transfer Candidate  
 Early Decision / Deadline: December 1  Regular Admissions      **Start Term:**  Fall (Sept.) 20\_\_\_\_  Spring (Jan.) 20\_\_\_\_

## FULL-TIME UNDERGRADUATE ACADEMIC MAJORS

- |  |  |   |   |
|--|--|---|---|
| <input type="radio"/> African Studies*                                       | <input type="radio"/> Early Childhood/Childhood  | <input type="radio"/> Human Resource Management (c) | <input type="radio"/> Sociology                               |
| <input type="radio"/> American Studies                                       | <input type="radio"/> Art: All Grades  | <input type="radio"/> International Management (c)  | <input type="radio"/> Spanish                                 |
| <input type="radio"/> Art History  | <input type="radio"/> Adolescence and Middle Childhood:<br>Grades 5-12                   | <input type="radio"/> International Studies         | <input type="radio"/> Theatre Education (c)                   |
| <input type="radio"/> Art Studio (B.A. or B.F.A.)                            | <input type="radio"/> Biology  | <input type="radio"/> Irish Studies*                | <input type="radio"/> Women's Studies*                        |
| <input type="radio"/> Asian Studies  | <input type="radio"/> Chemistry  | <input type="radio"/> Italian*                      | <input type="radio"/> World Literature (c)                    |
| <input type="radio"/> Biochemistry   | <input type="radio"/> English  | <input type="radio"/> Latin American Studies*       | <input type="radio"/> World Religions                         |
| <input type="radio"/> Biology  | <input type="radio"/> Mathematics  | <input type="radio"/> Legal Studies (c)*            |   |
| <input type="radio"/> Chemistry  | <input type="radio"/> Physics  | <input type="radio"/> Management                    | <b>Pre-Professional Programs:</b>                             |
| <input type="radio"/> Classical Civilizations*                               | <input type="radio"/> Social Studies   | <input type="radio"/> Mathematics                   | <input type="radio"/> Pre-Health                              |
| <input type="radio"/> Communication Studies                                  | <input type="radio"/> Second Language; French, Italian, Latin<br>or Spanish: Grades 5-12 | <input type="radio"/> Museum Studies (c)            | <input type="radio"/> Pre-Law                                 |
| <input type="radio"/> Computer Science<br>(5-year MS with Polytechnic Univ.) | <input type="radio"/> English  | <input type="radio"/> Music (B.A. or B.M.)          | <input type="radio"/> Pre-Medical                             |
| <input type="radio"/> Creative Writing (c)                                   | <input type="radio"/> Environmental Studies  | <input type="radio"/> Music Management (c)          | <input type="radio"/> Pre-Physical Therapy                    |
| <input type="radio"/> Dance & Theatre  | <input type="radio"/> Film Studies (c)   | <input type="radio"/> Musical Theatre (c)           | <input type="radio"/> Pre-Speech-Language Pathology           |
| <input type="radio"/> Dance Therapy (c)                                      | <input type="radio"/> Finance  | <input type="radio"/> Neuroscience (c)              | (all Pre-Professional Programs require<br>intensive advising) |
| <input type="radio"/> Economics  | <input type="radio"/> French   | <input type="radio"/> Philosophy                    |   |
| <input type="radio"/> Education 5-yr MAT Program                             | <input type="radio"/> German*  | <input type="radio"/> Physics                       |   |
| <input type="radio"/> Education  | <input type="radio"/> History  | <input type="radio"/> Political Science             | * indicates minor   |
| <input type="radio"/> Early Childhood: Birth-Grade 2                         | <input type="radio"/> Holocaust and Genocide Studies*                                    | <input type="radio"/> Psychology                    | (c) indicates concentration                                   |
| <input type="radio"/> Childhood: Grades 1-6                                  |  | <input type="radio"/> Self-Designed Major           |   |
|  |  | <input type="radio"/> Social Justice (c)            |   |

## SCHOLASTIC RECORD

Have you previously applied for admission to Manhattanville College?  Yes  No      If yes, for what semester and year? \_\_\_\_\_

Please list each secondary school you have attended in order of attendance:

Name of Institution: \_\_\_\_\_

City/State: \_\_\_\_\_ From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_

Name of Institution: \_\_\_\_\_

City/State: \_\_\_\_\_ From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_

**SCHOLASTIC RECORD CONTINUED: PLEASE NOTE: Information about institutions previously attended and official transcripts are required regardless of the applicant's wishes. Failure to comply will disqualify the applicant.**

Have you ever attended a college or university?  Yes  No

If yes, please list all of the schools attended and dates:

Name of Institution: \_\_\_\_\_ City/State: \_\_\_\_\_

From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_ Degree/Diploma: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ City/State: \_\_\_\_\_

From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_ Degree/Diploma: \_\_\_\_\_

Name of current guidance counselor or transfer counselor: \_\_\_\_\_

Have you taken the Scholastic Assessment Test (SAT 1)?  Yes  No

If yes, list test dates: \_\_\_\_\_ Scores: Verbal: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_ Date you plan to take/retake the SAT 1 (Month/Year): \_\_\_\_\_

Have you taken the American College Test (ACT)?  Yes  No

If yes, list test dates: \_\_\_\_\_ Composite Score: \_\_\_\_\_ Date you plan to take/retake the ACT (Month/Year): \_\_\_\_\_

Have you taken the Test of English as a Foreign Language (TOEFL)?  N/A  Yes  No

If yes, list test dates: \_\_\_\_\_ Score: \_\_\_\_\_ Date you plan to take/retake the TOEFL (Month/Year): \_\_\_\_\_

**REFERENCE INFORMATION**

From what source(s) did you learn about Manhattanville College? (Please list full name of alumna/us, student, or employee.)

- |  |  |
|--|--|
| <input type="radio"/> Alumna/Alumnus: _____      | <input type="radio"/> Guidance Counselor: _____          |
| <input type="radio"/> Current Student: _____     | <input type="radio"/> Parent, Guardian, or Friend: _____ |
| <input type="radio"/> Employee: _____            | <input type="radio"/> Newspaper/Reference Guide: _____   |
| <input type="radio"/> Athletic Dept/Coach: _____ | <input type="radio"/> Direct Mail: _____                 |
| <input type="radio"/> Internet: _____            | <input type="radio"/> Other: _____                       |

**FAMILY INFORMATION**

<b>Parent/Guardian 1:</b>	<b>Parent/Guardian 2:</b>
Last: _____ First: _____ Middle: _____	Last: _____ First: _____ Middle: _____
<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Legal Guardian	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Legal Guardian
Living? <input type="radio"/> Yes <input type="radio"/> No (Date deceased _____)	Living? <input type="radio"/> Yes <input type="radio"/> No (Date deceased _____)
Street Address: _____	Street Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Occupational Title: _____	Occupational Title: _____
Employer: _____	Employer: _____
College Attended, Degree Awarded and Year: _____	College Attended, Degree Awarded and Year: _____
Professional or Graduate School Attended, Degree Awarded and Year: _____	Professional or Graduate School Attended, Degree Awarded and Year: _____

Parents Marital Status:  Never married  Married  Widowed  Separated  Divorced (date \_\_\_\_\_)

Please give names and ages of your brothers and sisters. If they have attended college, give the names of the institutions attended, degrees, and approximate dates. If more than three siblings, you may list them on an attached sheet.

Name/Relationship	Institutions Attended	Degree(s)	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## ACTIVITIES

Please list your principal extracurricular, religious, and family activities, hobbies, and sports in the order of interest to you:

**Extracurricular and School Activities:**

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**Community Service:**

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**Honors and Awards:**

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**Work Experience:**

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## RESIDENT AND COMMUTER INFORMATION

Do you intend to live on Campus?  Yes  No

## FINANCIAL AID

Indicate whether you plan to apply for financial aid. File the Free Application for Federal Student Aid (FAFSA) to be considered for all available aid. New York State residents are also urged to file the Express Tap Application (ETA), to see if they qualify for the New York State Tuition Assistance Program.

- Yes, I plan to apply for financial aid.
- Please send me the appropriate forms when they become available.
- No, I do not plan to apply for financial aid.
- Unsure at this time.

## TO WHAT OTHER COLLEGES ARE YOU APPLYING? (Please List Names and Locations)


## OPTIONAL INFORMATION

The "optional information" section is voluntary and information will be kept confidential. If you choose not to respond, it will not affect the Admissions Process. This information is reported to the Federal/State agencies for civil rights compliance.

**Race/Ethnic Group:**  Black (non-Hispanic)  White/Caucasian  
 Native American  Hispanic  
 Asian  Other \_\_\_\_\_

Religious preference:

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What is your first language if other than English?

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## SIGNATURE

I certify that all of the information I have given in this application is complete and accurate.

Applicant's Signature: \_\_\_\_\_

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

Return this form and the \$75 application fee (check or money order made payable to Manhattanville College) to:  
**Office of Admission and Financial Planning, Manhattanville College, 2900 Purchase Street, Purchase, NY 10577.**  
For more information, call 1-800-32-VILLE.