

## Undergraduate Application Instructions

Fitchburg State University evaluates each applicant based on standards established by the Commonwealth of Massachusetts' Department of Higher Education and the university. We actively seek students who will benefit from Fitchburg State's high-quality liberal arts and professional programs and contribute to our vibrant academic and social communities.

### FRESHMAN APPLICANTS

You are a freshman applicant if you are applying to Fitchburg State University directly from high school, never attended college, or as an adult with no previous college experience. High school students participating in a Dual Enrollment program or who have taken college classes while in high school are considered freshman applicants.

Freshman applicants should present a history of a competitive grade point average earned in a comprehensive college preparatory curriculum. The university calculates a weighted grade point average for college preparatory courses taken in high school.

#### Required High School courses include:

English.....	4 units/years
Math (Algebra I & II, Geometry, or comparable coursework).....	3 units/years
Social Sciences (including U.S. History) .....	2 units/years
Science (including 2 laboratory courses).....	3 units/years
Foreign Language (same language).....	2 units/years
Electives (from above disciplines or Arts and Humanities, or Computer Science).....	2 units/years

Exceptions to the foreign language requirement may be considered for applicants with a documented learning disability (see *Students with Learning Disabilities* section), students from a vocational-technical school, and/or ESL students. Fitchburg State selects students based on grade point average, SAT and/or ACT scores, school and community service, letters of recommendation, application essay, life experience, special talents and TOEFL scores for students whose first language is not English. Life and work experience are weighted more heavily for applicants who have been out of high school for a significant period of time. We ask you to submit a resume or summary of activities which explains what you have been doing since leaving high school. For more information visit: [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions).

If you attended a vocational-technical high school, earned a GED, are an ESL learner, or were home-schooled, please visit the Admissions website for additional information.

### TRANSFER APPLICANTS

You are a transfer applicant if you have a high school diploma or GED and have enrolled in any regionally accredited college or university after high school, even if it's just for one course. Transfer students are evaluated based on a combination of grade point average and life experience. Applicants with fewer than 24 transferable credit hours at the time of application may also be evaluated based on high school and/or GED record, including standardized test scores if the student completed high school within the past three years. **IMPORTANT: MassTransfer and Joint Admissions** applicants should not complete this application. Please contact your Massachusetts community college to receive the MassTransfer application or an Intent to Enroll form. For more information visit: [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions).

### INTERNATIONAL APPLICANTS

Important: International applicants must complete an International Application Supplement form in addition to the Undergraduate Application. Please contact the Admissions Office to request the supplement or you may download the form from the Admissions website at [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions). You are an international applicant if you are not a U.S. citizen or permanent resident.

### RE-ADMISSION APPLICANTS

If you have previously attended Fitchburg State University as a degree-seeking student, you should not complete this application. For readmission, please contact the Registrar's Office at (978) 665-4196 or fill out the Application for Readmission at [www.fitchburgstate.edu/registrar](http://www.fitchburgstate.edu/registrar).

## REACTIVATION

If you previously applied for admission within the last two years and did not attend, please fill out the Reactivation Form instead of this application. We will reactivate an application within two years of its original submission. Please fill out the form online at [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions), or contact the Admissions Office for more information.

## Deadlines

Completed applications are reviewed on a rolling basis. Notification for fall admission begins in December and in September for spring admission.

### FALL ADMISSION

**Undergraduate, day-division:** March 1 priority deadline for freshmen, April 15 for transfers.

Applications may be submitted after these dates; however, admission to selected programs and on-campus housing may be limited.

**Nursing, Film/Video Production and Photography applicants:** January 1 priority deadline: qualified applicants may be accepted after this date on a space-available basis.

**Leadership Academy Honors Program and Merit Scholarships:** February 1 for freshmen, April 15 for transfers.

**International applicants:** March 15 for undergraduates seeking on-campus housing, July 15 if not seeking on-campus housing.

**Undergraduate, evening division:** Rolling admission until the start of the semester.

### SPRING ADMISSION

**Undergraduate, day-division:** November 1 priority deadline

**International applicants:** December 1

**Nursing, Film/Video Production and Photography applicants:** November 1 priority deadline. We accept freshman and transfer applications for Film/Video and Photography for spring entrance. We accept transfer, but not freshman applications, for Nursing for spring entrance.

**Undergraduate, evening division:** Rolling admission until the start of the semester

**Application Checklists are provided at the end of the application.**

## STUDENTS WITH LEARNING DISABILITIES

Under Massachusetts state law, applicants with professionally diagnosed and documented learning disabilities are exempt from submitting SAT or ACT scores for admission to any public college or university in the state. They also may qualify for the waiver of substituting two college preparatory electives for the two required language courses if they demonstrate a language-based disability. Applicants are not required to disclose a learning disability, but if you wish to be reviewed for the standardized test exemption or foreign language waiver, you must submit results of complete diagnostic testing—both IQ and achievement—conducted by a qualified professional within the past three years that provides clear evidence of a specific learning disability. For more detailed information about testing and documentation required, please visit our website.

Diagnostic testing and/or other disability related documentation should be submitted in a sealed envelope marked “Confidential: Learning Disabilities Documents” and sent to the Admissions Office. They may be sent along with other admissions credentials and will be separated from the student’s application materials (to insure student confidentiality) and forwarded to the Disability Services office for eligibility consideration.

## ACCOMMODATIONS

If you are accepted by Fitchburg State University and need specific accommodations, you are required to submit written documentation from qualified professionals and/or evaluation sources to verify eligibility under section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act (1990). Protection under this statute is based on documentation of a disability that substantially limits a major life activity.

Fitchburg State adheres to established guidelines for documentation of specific disabilities including: learning disabilities; Attention Deficit Disorder (ADD/ADHD); mental illness; and sensory, physical, or other health impairments. Our Coordinator of Disability Services is available to consult with diagnosticians concerning these guidelines. If you would like further, detailed information, please contact Disability Services at (978) 665-4020.

Complete this application form and mail it in the attached envelope, along with a check or money order payable to Fitchburg State University for \$25. Include the applicant's name on the check. The University may contact you at some point in the future via letter, e-mail or telephone to discuss your application, admission, or enrollment. Therefore, please contact the Admissions Office if any of your contact information (name, address, telephone numbers, e-mail address, etc.) changes after submission of this application.

Please print in ink or type.

Have you previously applied to Fitchburg State University?  No  Yes: semester \_\_\_\_\_ / year \_\_\_\_\_

If you answered YES to the previous question, Fitchburg State will reactivate an admission application within two years of its original submission. There is no need to complete this application. Please download the Application for Reactivation online at [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions). If you applied more than two years ago, we no longer have your application materials on file. Please complete a new application. Contact the Admissions Office (800) 705-9652 if you have any questions.

**OFFICE USE ONLY**

Date Received:

Amount Received:

Check #:

**ENROLLMENT INFORMATION**
**Planned Entrance Date:**

- 
- Fall 20 \_\_\_\_ (September)
- 
- 
- Spring 20 \_\_\_\_ (January)

**Applicant Type:**

- 
- Freshman
- 
- 
- Transfer

**Division:**

- 
- Day
- 
- 
- Evening

**Enrollment Status:**

- 
- Full-time
- 
- 
- Part-time

**PERSONAL INFORMATION**

Last Name (legal name) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Other Name(s) under which records may appear \_\_\_\_\_

Permanent Address (number and street) \_\_\_\_\_

City \_\_\_\_\_ U.S. State \_\_\_\_\_ U.S. Zip Code \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

**MAILING ADDRESS** if different from permanent address (number and street) \_\_\_\_\_

City \_\_\_\_\_ U.S. State \_\_\_\_\_ U.S. Zip Code \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

 ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Gender** (for reporting purposes)  Male  Female **Date of Birth** (for reporting purposes) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR
**Ethnicity/Race** (for reporting purposes, optional): Do you consider yourself to be Hispanic/Latino?  Yes  No

In addition, select one or more of the following racial categories to describe yourself:

- 
- American Indian/Alaskan Native
- 
- Asian
- 
- Black or African American
- 
- Cape Verdean
- 
- Native Hawaiian or Pacific Islander
- 
- White

**State Residency:**  I am a Massachusetts resident since birth or since \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ .  I am NOT a Massachusetts resident.  
MONTH DAY YEAR
**Citizenship:**  I am a U.S. citizen

 I am a permanent resident (Please include a copy of your permanent registration card.)

 I am not a U.S. citizen or permanent resident. Country of citizenship: \_\_\_\_\_

 If you are NOT a U.S. citizen or permanent resident: Are you currently in the United States?  Yes  No

If you are in the United States, what is your current visa status?

- 
- F1
- 
- F2
- 
- J1
- 
- J2
- 
- B1
- 
- B2
- 
- H1b
- 
- H2
- 
- Other: \_\_\_\_\_

 What visa status do you plan to hold while studying at Fitchburg State University?  F1  J1  H1b  H4

 Other: \_\_\_\_\_

**INTENDED DEGREE** Please select ONE program only. Be careful to select your desired major in the appropriate division.

**Day Division (Please check ONLY ONE)**

B.S. Biology

- Biology
- Biotechnology
- Environmental Biology
- Health Sciences -  
pre-medicine, pre-dentistry, pre-veterinary
- Neuroscience and Behavior
- Secondary Education

B.S. Business Administration

- Accounting
- Management
- Marketing

B.S. Communications Media

- Film/Video Production
- Graphic Design
- Interactive Media
- Photography
- Professional Communication

B.S. Computer Information Systems

B.S. Computer Science

B.S. Criminal Justice

B.S. Early Childhood Education

B.S. Earth Systems Science

B.S. Economics

B.S. Elementary Education

B.A. English Studies

- Literature
- Professional Writing
- Secondary Education
- Theater

B.S. Exercise and Sports Science

- Clinical Exercise Physiology
- Fitness Management

B.S. Geography

B.S. History

B.S. History – Secondary Education

B.S. Human Services

B.S. Interdisciplinary Studies

B.S. Industrial Technology

- Architectural Technology
- Construction Technology
- Electronics Engineering Technology
- Energy Management Technology
- Manufacturing Engineering Technology
- Technical Theatre Arts

B.S. International Business and Economics

B.S. Mathematics

- Applied Mathematics
- Mathematics
- Secondary Education

B.S. Middle School Education

B.S. Nursing

B.S. Political Science (including pre-law)

B.S. Psychological Science

- Cognitive Science
- Developmental Psychology
- Industrial/Organizational Psychology

B.S. Sociology

B.A. Sociology

B.S. Special Education

- Moderate Disabilities, Pre-K – 8
- Severe Disabilities, All Levels

B.S. Technology Education

Undeclared/Premajor

**Online Programs**

- B.S. Nursing (RN/BSN, for registered nurses only)

**Evening Division (Please check ONLY ONE)**

B.S. Business Administration

- Accounting
- Finance
- Management
- Management (online option)
- Marketing

B.S. Computer Information Systems

B.S. Computer Science

B.S. Criminal Justice

B.A. Interdisciplinary Studies

B.S. Interdisciplinary Studies

B.S. Occupational/Vocational Education

Undeclared/Premajor

**Evening Certificate Programs (Please check ONLY ONE)**

- Applied Programming
- Business
- Computer Hardware
- Computer Use and Applications
- Database Systems
- High-Level Languages
- Java Programming
- Microsoft Foundation Classes
- Office Administration
- Plastics Technology (at Nypro, Inc. in Clinton, also offered on-line)
- Software Engineering
- Web Development
- APPROVAL PROGRAM: Vocational Technical Teacher Approval

**Bachelor Completion Program (Please check ONLY ONE)**

I am applying for admission to the bachelor's degree-completion programs offered by Fitchburg State University at **Northern Essex Community College**

- B.S. degree completion program in Early Childhood Education
- B.S. degree completion program in Elementary Education

# All Applicants

## HOUSING

While in college, I plan to live:  On campus  Off campus

## ATHLETICS

I plan to play on an intercollegiate athletic team at Fitchburg State University:  Yes (please indicate sport)  No

- Men:**  Baseball  Cross-Country  Ice Hockey  Soccer  
 Basketball  Football  Indoor Track  Track and Field
- Women:**  Basketball  Field Hockey  Lacrosse  Softball  
 Cross-Country  Indoor Track  Soccer  Track and Field

## SPECIAL INTEREST

Check as many as apply:

- Leadership Academy Honors Program** (learn more at [www.fitchburgstate.edu/leaderacad/](http://www.fitchburgstate.edu/leaderacad/))
- ACCESS Program**  
Serving Massachusetts residents who are first generation, have a documented disability or who are students of color.  
(learn more at [www.fitchburgstate.edu/mssaccess](http://www.fitchburgstate.edu/mssaccess))
- Expanding Horizons**  
Serving students who are low-income, first generation or who have a documented disability.  
(learn more at [www.fitchburgstate.edu/ehp](http://www.fitchburgstate.edu/ehp))

## OTHER

I learned about Fitchburg State University through the following source(s):

- Current Student  Fitchburg State Recruiter  Internet Search
- Coach  Friend  Relative
- College Fair  Guidance Counselor  Teacher
- Fitchburg State Alumnus (name: \_\_\_\_\_)
- Other \_\_\_\_\_

By the time I enroll at Fitchburg State, my highest educational degree earned will be:

- High School Diploma or GED
- Associate's Degree from a Massachusetts community college
- Associate's Degree from a non-Massachusetts community college
- Bachelor's Degree
- Other \_\_\_\_\_

Veteran Status (Veterans who wish to receive college credit or benefits for military time served must submit form DD-214)

- Non-veteran  Veteran: Military Branch: \_\_\_\_\_ entry date \_\_\_\_\_ separation date \_\_\_\_\_

## REVIEW FOR STUDENTS WITH DIAGNOSED LEARNING DISABILITIES

Do you plan to submit documentation to be reviewed for the standardized test and/or foreign language exemption?  Yes  No

Cognitive and achievement testing is necessary for such waivers. Test results should be sent to the Admissions Office at time of application. IEPs and 504 plans are accepted as supplemental material only. For more information, refer to the "Students with Learning Disabilities" paragraph in the Instructions section of the application.

## SECONDARY SCHOOL INFORMATION

Name of high school: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Location of high school: \_\_\_\_\_  
City State

High school CEEB code\* (6 digits) \_\_\_\_\_ Did you take the GED?  Yes (Date: \_\_\_\_\_ / \_\_\_\_\_ )  No  
MONTH YEAR

*\*Check with Guidance Counselor if unknown.*

If you took the GED, what was the last grade of high school you completed?  9th  10th  11th  12th  Other \_\_\_\_\_  
 Please send your official GED results, as well as official high school transcripts for years completed.

## TESTING INFORMATION

SAT or ACT scores are required of all freshman applicants who are current high school students or have been out of high school for less than three years. The TOEFL test is required of all applicants who have been enrolled in an ESL curriculum in high school, or are non-U.S. citizens or permanent residents. TRANSFER applicants are not required to take the SAT or ACT unless they have fewer than 24 transferable college credits at time of application and have been out of high school for less than three years.

### I took or plan to take:

SAT Date: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year Month Year

ACT Date: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year Month Year

TOEFL Date: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year Month Year

## TRANSFER AND ADULT STUDENT INFORMATION

A transfer student is someone who has previously enrolled at a college after graduating from high school, even if only for one course. Please list all colleges you have attended, even if you do not expect to receive credit for the work, or if you withdrew prior to receiving final grades. Disclosure of all previously attended colleges is required.

College/University	CEEB Code*	City/State	Dates Attended
Most recent			Month/Year TO Month/Year
Next most recent			Month/Year TO Month/Year
Next most recent			Month/Year TO Month/Year
Next most recent			Month/Year TO Month/Year

*\*Check with Registrar's Office if unknown.*

Have you taken classes at Fitchburg State University?  Yes  No

If you have taken classes at Fitchburg State, the Admissions Office will request a copy of your transcript from the Registrar's Office.

Current Employer: \_\_\_\_\_

Employer's Location: \_\_\_\_\_  
City State

Job Title/Function: \_\_\_\_\_

**ADDITIONAL INFORMATION** *(Required for current high school students, optional for all other applicants)*

Please list all colleges to which you are applying: \_\_\_\_\_  
\_\_\_\_\_

Have you taken college courses while in high school?  Yes  No

If YES, please list the courses and the college that offered them: \_\_\_\_\_  
\_\_\_\_\_

Please list any academic awards and honors you have received in high school. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the most significant activities you participated in while in high school. You should also include work experience, if applicable. Attaching a resume is also an option.

Activity	Years of participation	Hours per week	Nature of organization

Are there any special circumstances that you feel have negatively affected your academic performance? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAMILY INFORMATION**

Did either of your parents attend college? (for reporting purposes)  Yes  No

Please list any family member who is currently enrolled at, or graduated from, Fitchburg State University

Name	Relationship	Year of graduation

## REQUIRED ESSAY

**ALL APPLICANTS** are required to submit a minimum 300-word essay. The essay is an opportunity to share with us anything you feel would help us become better acquainted with you. Feel free to write on the topic of your choice. If you need a little guidance, perhaps let us know about your educational and career goals and how Fitchburg State will help you reach your goals; how you will contribute to the Fitchburg State community; or share a significant experience, achievement or challenge you feel has helped shape or define the person you are today. Adult/non-traditional applicants are also encouraged to submit a resume.

**LEADERSHIP ACADEMY HONORS PROGRAM APPLICANTS** should discuss their views on leadership. Include a definition of leadership, the qualities they believe define great leadership, and why they believe they should be selected. **This may be in place of the general essay listed above.**

**NURSING, FILM/VIDEO PRODUCTION AND PHOTOGRAPHY APPLICANTS** need to address their specific candidacy and desire for being selected and admitted to these programs. Students need to highlight their skills, interests, and understanding of the program to which they are applying, as the programs are highly competitive. **This may be in place of the general essay listed above.**

## ADDITIONAL INFORMATION

**NURSING PROGRAM:** Entrance to this program is highly competitive. Applicants may provide additional information that would assist the Admissions Committee. Applicants are also encouraged to submit letters of recommendation that reference the student's interest and potential to succeed in the Nursing program at Fitchburg State University.

**RN/BSN PROGRAM:** Please submit a copy of your RN license with this application. The RN license must be current and in good standing.

**FILM/VIDEO PRODUCTION AND PHOTOGRAPHY PROGRAMS:** Entrance to these programs is highly competitive. Applicants are encouraged to submit letters of recommendation that reference the student's abilities and potential to succeed in the Communications Media program at Fitchburg State University. **Please do not forward a portfolio, DVD, or any other supplemental material since they will not be used in the admissions process.**

## DISCLOSURES FOR ALL APPLICANTS

**Have you ever been placed on probation, or suspended, from your high school or college for any reason?**  Yes  No

If **YES**, please enclose a written explanation of the circumstances on a separate sheet. You must also provide a letter of explanation from your high school guidance counselor or the dean of students from your previous college. **Your file will be considered incomplete without this information.**

**Have you been convicted of a felony?**  Yes  No

If **YES**, please enclose an explanation on a separate sheet. **Your file will be considered incomplete without this information.**

## FINANCIAL AID

Fitchburg State University awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses.

We strongly encourage you to complete the FAFSA. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

Please select the option below that best describes your plans to complete a FAFSA. This information will have no impact on whether you are admitted to the university.

- I plan to apply for federal, state and institutional financial aid and am prepared to complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid Office to complete the FAFSA.
- I do not plan to apply for federal, state or institutional financial aid at this time.

## SIGNATURE

I understand that information about applicants furnished to Fitchburg State University will be kept confidential and will be released only to public higher education system personnel authorized by the Massachusetts Department of Higher Education. I hereby certify that the information furnished on the application form is complete and accurate. I understand that failure to disclose any required information, or making false statements within this application, may result in denial or cancelation of admission or enrollment, disciplinary action and the loss of paid funds.

Fitchburg State University does not discriminate on the basis of race, color, religion, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status. In compliance with the Clery Act (20 U.S.C. 1092(a) and (f)), all prospective students are entitled to review the Fitchburg State University's campus police security reports available on our website.

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Applicant's Signature

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Date

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Parent or Guardian's Signature (If applicant is under age 18)

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Date

## FRESHMAN CHECKLIST—Keep this checklist for your records

A freshman applicant is someone who is applying to Fitchburg State directly from high school, never attended college, or is an adult with no previous college experience. High school students participating in a Dual Enrollment program or who have taken college courses while in high school are considered freshman applicants. If you will be enrolling at Fitchburg State University a year or more after your high school graduation, please provide a statement telling us what you have been doing since graduation.

- UNDERGRADUATE APPLICATION**
- APPLICATION FEE OF \$25 (non-refundable):** Do not send cash. Please print applicant's first and last name on the check or money order. The application fee may be waived for those applicants with extreme financial need. Fitchburg State endorses the fee waiver policy of the College Board and NACAC, as well as accepts fee waivers from high school counselors and nonprofit agencies.
- OFFICIAL HIGH SCHOOL TRANSCRIPT** including first-quarter senior year grades. Transcripts are considered official only when sent to Fitchburg State University directly from the high school. Applicants who have completed a GED should also submit official test results, sent directly from the testing center, as well as an official high school transcript for years completed.
- OFFICIAL SAT AND/OR ACT TEST SCORES:** The Fitchburg State University code for the SAT is 3518 and for the ACT is 1902. Applicants who have been out of high school for more than three years are not required to submit SAT or ACT scores.
- APPLICATION ESSAY**
- LETTERS OF RECOMMENDATION (optional):** The Admissions Committee encourages applicants to submit letters of recommendation from guidance counselors, teachers, and/or employers. Applicants to the Nursing, Film/Video Production and Photography programs are strongly encouraged to submit letters of recommendation relevant to their intended major.
- ADMISSIONS INTERVIEW (optional)**
- LEADERSHIP ACADEMY HONORS PROGRAM ONLY:** In addition to the requirements listed above, students who wish to be considered for the Leadership Academy must submit the following:
  - Letter of recommendation from an individual in a position to evaluate your leadership abilities or potential for leadership.
  - The appropriate application essay (See essay section on the application).
  - Application for admission must be complete by February 1.
- INTERNATIONAL STUDENTS:** Applicants who are not a U.S. Citizen or Permanent Resident must submit additional materials. Please refer to the International Application Supplement located on our website: [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions)
- STUDENTS WITH LEARNING DISABILITIES SEEKING THE SAT/ACT and/or FOREIGN LANGUAGE WAIVER:** In addition to the materials listed above, students who wish to be considered for the SAT/ACT and/or foreign language waiver must submit the following: IQ and Achievement testing, from a qualified professional, that supports a documented diagnosis of a specific learning disability. IEP's and 504 plans are accepted as supplemental materials only.



## TRANSFER CHECKLIST—Keep this checklist for your records

**A transfer applicant is someone who has enrolled in college courses after completing high school.**

- UNDERGRADUATE APPLICATION:** MassTransfer and Joint Admissions applicants should not complete this application. Please contact the Massachusetts community college you are attending to request a MassTransfer application or Intent to Enroll form.
- APPLICATION FEE OF \$25 (non-refundable):** Do not send cash. Please print applicant's first and last name on the check or money order. The application fee may be waived for those applicants with extreme financial need. Fitchburg State endorses the fee waiver policy of the College Board and NACAC, as well as accepts fee waivers from college transfer counselors and nonprofit agencies.
- OFFICIAL COLLEGE TRANSCRIPTS** from each college attended. Transcripts are considered official only when sent to Fitchburg State University directly from the college.
- OFFICIAL HIGH SCHOOL TRANSCRIPT:** Transcripts are considered official only when sent to Fitchburg State University directly from the high school. Applicants who have completed a GED should also submit official test results. Transfer applicants who have earned an associate's degree are not required to submit high school or GED information.
- OFFICIAL SAT AND/OR ACT TEST SCORES** are required only from applicants with fewer than 24 transferable college credits at time of application and who have been out of high school less than three years. The Fitchburg State University code for the SAT is 3518 and for the ACT is 1902.
- APPLICATION ESSAY**
- LETTERS OF RECOMMENDATION (optional):** The Admissions Committee encourages applicants to submit letters of recommendation from transfer counselors or college professors. Applicants to the Nursing, Film/Video Production and Photography programs are strongly encouraged to submit letters of recommendation relevant to their intended major.
- ADMISSIONS INTERVIEW (optional)**
- INTERNATIONAL STUDENTS:** Applicants who are not a U.S. Citizen or a Permanent Resident must submit additional materials. Please refer to the International Application Supplement located on our website: [www.fitchburgstate.edu/admissions](http://www.fitchburgstate.edu/admissions).

