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. You may also pay your fee with a credit/debit card - please call the Admissions Office (978-665-3144) and we will process your payment. 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, Game Design, and Photography programs are strongly encouraged to submit letters of recommendation relevant to their intended major.

☐ ADMISSIONS INTERVIEW (optional)

☐ FITCHBURG STATE UNIVERSITY HONORS PROGRAM ONLY: In addition to the requirements listed above, students who wish to be considered for the Honors Program must submit the following:
  • Letter of recommendation from an individual in a position to speak to how you have made a difference in someone’s life or the community, or have the potential to do so in the future.
  • 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/applying

☐ 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.