



Office of Recruitment and Admissions

2000 Clayton State Boulevard
Morrow, GA 30260-0285
Phone: (678) 466-4115
Fax: (678) 466-4149
www.clayton.edu

APPLICATION FOR ADMISSION

INSTRUCTIONS: PLEASE READ CAREFULLY.

This application is for new students only. Former Clayton State students should submit the readmission application, which is available at the Registrar's Office [(678) 466-4145] or online at <http://adminservices.clayton.edu/registrar/>.

You can apply and pay your application fee on-line at www.clayton.edu/futurestudents.htm

APPLICATION FILING DEADLINES: Clayton State encourages applicants to apply early and to file their applications online. Admission decisions are made when all supporting documents for the application are received. Deadline dates for filing admission applications and for submitting all supporting documentation for the admission application are:

July 15	Fall semester
December 1	Spring semester
May 1	Summer session

APPLICATION FEES: A non-refundable application fee of \$40 must be submitted with the application.

All required transcripts must be OFFICIAL. You must request the sending institution to send transcripts directly to the Admissions Office. Be sure to request transcripts in plenty of time prior to the stated deadlines. No admission decisions can be made until the University receives ALL documentation required to support your application.

FINANCIAL AID: To apply for financial aid, please visit our website: <http://adminservices.clayton.edu/financialaid> where you will find the Free Application for Student Financial Aid (FAFSA) and other financial aid information, including deadline dates. The Financial Aid Office [(678) 466-4185] is located in the Student Center, Room 102.

ADMISSION REQUIREMENTS

FRESHMAN APPLICANTS:

Freshman applicants for admission are students who will graduate from high school or have graduated within the last five years and have earned less than 30 semester hours of transferable college credit (not including joint enrollment and advanced placement credits).

Freshman applicants are required to submit the following documents:

- Application for Admission
- \$40 nonrefundable application fee
- Official high school transcript
- Official ACT or SAT scores
- Official transcripts from any colleges attended (when applicable).

Note: Clayton State University will not honor the GED from prospective traditional-aged students who have been out of high school for less than five years from the date of scheduled graduation.

TRANSFER APPLICANTS:

Transfer applicants for admission are students who have completed more than 30 semester hours of transferable college credit and must be in good academic standing at their last institution.

Transfer applicants are required to submit the following documents:

- Application for admission
- \$40 nonrefundable application fee
- Official transcripts from all colleges attended

NON-TRADITIONAL STUDENT APPLICANTS:

Non-traditional students are applicants who graduated from high school more than five years ago, have never attended college or have earned less than 30 semester hours of transferable college credit, and are in good academic standing at their previous institution(s).

Non-traditional student applicants are required to submit the following documents:

- Application for admission
- \$40 nonrefundable application fee
- Official transcripts from all colleges attended
- Official high school transcript showing high school graduation date or GED scores
- COMPASS test results (if applicable)

POST-BACCALAUREATE APPLICANTS:

Post-baccalaureate applicants are students who already hold a bachelor's or higher degree from an accredited college or university and **do not** wish to complete the requirements for a certificate, associate, or second baccalaureate degree at Clayton State University.

Post-baccalaureate applicants are required to submit the following documents:

- Application for admission
- \$40 nonrefundable application fee
- Official college transcript from the degree-granting institution

TRANSIENT APPLICANTS:

Transient applicants are required to submit the following:

- Application for admission
- \$40 nonrefundable application fee
- Official Transient Letter from the Registrar of the college or university last attended which states that the student is eligible to return

DUAL ENROLLMENT / JOINT ENROLLMENT APPLICANTS:

Dual Enrollment/Joint Enrollment is an opportunity for academically outstanding high school students to enroll in undergraduate courses at Clayton State University. The program is designed to give qualified high school students the option to **either** fulfill high school requirements by taking college courses that provide dual credit, or begin working toward a college degree while still pursuing a high school diploma.

Dual enrollment and joint enrollment applicants are required to submit the following:

- Application for admission
- Official SAT or ACT scores
- Current official high school transcript

NOTE: Students who apply for this program online must pay a \$40 nonrefundable application fee. Students who apply using a paper application do not need to pay this fee. The Dual Enrollment / Joint Enrollment Programs require additional applications for admission. Contact Dr. Kevin Demmitt, Assistant Vice President of Academic Outreach at KevinDemmitt@clayton.edu for more information and application forms.

TRANSITIONING DUAL ENROLLMENT / JOINT ENROLLMENT APPLICANTS:

Transitioning dual enrollment and joint enrollment applicants are students who have previously attended Clayton State University through the dual enrollment / joint enrollment programs and are now wishing to apply as traditional freshman students. (Students who have attended dual enrollment or joint enrollment programs at other institutions should follow requirements for freshman applicants.)

Transitioning dual enrollment / joint enrollment applicants are required to submit the following:

- Admission application
- \$40 nonrefundable application fee
- Final official high school transcript

NOTE TO ALL APPLICANTS: All applicants must submit a completed Clayton State University immunization form. You can download a copy of this form at http://adminservices.clayton.edu/admissions/forms/Imm_Form.pdf.

MAJORS

Clayton State University requires all applicants to list their anticipated majors (programs of study) on their applications. The choice of major may affect recommended or required initial course choices in the Core Curriculum as well as in the major field itself. Even so, general admission to the University does not guarantee admission to certain programs or majors that have limited enrollment capacity and/or additional standards. For information about a program's specific application requirements, please contact the appropriate department or go to www.clayton.edu.

Bachelor's Degree Programs:

Bachelor of Arts Programs:
Communication and Media Studies
English
History
Liberal Studies
Middle Level Education
Music
Theatre

Bachelor of Applied Science Programs:
Administrative Management
Technology Management
Homeland Security /
Emergency Management

Bachelor of Business Administration Programs:

Accounting
Marketing and Marketing Management
General Business
Management

Bachelor of Information Technology

Bachelor of Music Programs:
Music – General

Bachelor of Science Programs:

Biology
Computer Science
Criminal Justice
Health Care Management
Health Fitness Management
Integrative Studies
Legal Studies
Mathematics

Political Science
Psychology and Human Services
Sociology

Bachelor of Science in Dental Hygiene Programs:

Initial Licensure
RDH to BSDH Completion

Bachelor of Science in Information Technology – WebBSIT (online degree program)

Bachelor of Science in Nursing Programs:
Basic Licensure
RN Completion

Associate's Degree Programs:

Arts, Core Curriculum
Science, Core Curriculum

Associate of Applied Science (AAS) Degree Programs:

Information Technology
Paralegal Studies

One-Year Certificate Programs:

Computer Network Technology
Paralegal Studies

Pre-Professional Tracks:

Pre-dentistry
Pre-engineering
Pre-law
Pre-medicine
Pre-pharmacy
Pre-veterinary medicine

TERM ENTERING (CIRCLE ONE): **FALL** **SPRING** **SUMMER** **YEAR** _____

Social Security Number *

Last Name _____ First Name _____ Middle Name _____ Other Last Name(s) _____

Current Mailing Address _____ Street _____ Apt. No. _____

City _____ State _____ Zip _____ County _____

Home Telephone (____) _____ Work Telephone (____) _____

Cell Phone (____) _____ E-mail address _____

Permanent Phone Number (____) _____

Permanent Street Address _____ Apt. No. _____ City _____ State _____ Zip _____ County _____

Male Female Date of Birth ____/____/____ Place of Birth: City _____ State _____

CITIZENSHIP STATUS: U.S. citizen Alien, resident Alien, non-resident

ETHNICITY: Please answer the following two questions. (optional)

Are you Hispanic or Latino? Yes No

What is your race? (Choose one or more) American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

Clayton State University is required to report sex and race/ethnic information to certain federal and state agencies as those data relate to civil rights compliance.

ANTICIPATED MAJOR: _____

ENTERING STATUS: (check one)

Application Type: Freshman Transfer Non-Traditional Post-baccalaureate Transient
 Dual Enrollment / Joint Enrollment Transitioning Dual Enrollment / Joint Enrollment

Do you plan on attending Clayton State as a full-time or part-time student? Full-time Part-time

Do you plan to live on campus (see Freshman Live On-Campus Requirement, www.clayton.edu)? No Yes

Do you plan to apply for financial aid? No Yes

If you are transferring from a University System of Georgia college, did you take the Regents Exam? No Yes

Father's Name _____

Mother's Name _____

Last, First, Middle, Suffix (Jr., III, etc.)

Last, First, Middle, Suffix (Jr., III, etc.)

Father's highest level of education (check one)

Less than high school diploma High school diploma
 Technical School Some college
 Bachelor's degree Graduate degree

Mother's highest level of education (check one)

Less than high school diploma High school diploma
 Technical School Some college
 Bachelor's degree Graduate degree

IN CASE OF EMERGENCY, NOTIFY:

Name _____ Relationship _____

Address _____ Telephone (____) _____

PREVIOUS EDUCATION: You MUST list ALL colleges / universities you have previously attended (attach additional sheets if necessary). You must contact previous colleges and request that official transcripts from each institution be submitted to the Office of Recruitment and Admissions by the posted deadline.

Complete Name of School	Location: City & State	Did you Graduate?	Dates Attended From-To	Degree / Diploma Earned
Last High School:				
Last College:				
College:				
College:				
College:				

Are you attending classes at the last institution listed above? No Yes When will you finish? _____

Have you previously attended Clayton State University for credit? No Yes When? _____

Have you taken the SAT? No Yes When? _____ Have you taken the ACT? No Yes When? _____

Have you been convicted of a felony? No Yes When? _____ Where? _____

Brief description of charges which resulted in conviction: _____

RESIDENCY: In general, in-state residency for tuition purposes in the University System of Georgia requires full-time domicile residency in the state of Georgia for at least twelve (12) consecutive months prior to your first enrollment. We will review all responses to assure that students meet the residency policies set by the Board of Regents for the University System of Georgia. For a complete description of residency regulations, visit http://www.usg.edu/student_affairs/faq/residency/

Do you claim to be a legal resident of Georgia? Yes No

If "No," in which state/country do you reside? _____

If "Yes," in which Georgia county do you reside? _____

How long have you continuously resided in Georgia? _____ years / _____ months

INTERNATIONAL STUDENTS ONLY

What type of VISA do you currently hold? _____ What is your country of residence? _____

Do you need an I-20 Certificate of Eligibility? No Yes

What is your native language? _____

Have you taken the Test of English as a Foreign Language (TOEFL)? No Yes When? _____

Or the Georgia State English Proficiency Examination (G-STEP)? No Yes When? _____

Or the International English Language Testing System (IELTS)? No Yes When? _____

ADDITIONAL INFORMATION

How did you hear about Clayton State University programs?

What other schools are you applying to? _____

By checking the boxes below, I authorize Clayton State University, Office of Recruitment and Admissions, to discuss my application with:

My parent/guardian (name) _____ (phone number) _____

My high school guidance counselor (name) _____ (phone number) _____

Other (name) _____ (relationship) _____ (phone number) _____

I certify that the preceding statements are complete and correct. I understand that if I do not enroll for the term indicated, I may update for no more than two subsequent terms by contacting the Office of Recruitment and Admissions. After this time, a new application and fee are required.

Signature _____ **Date** _____

Clayton State University does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Clayton State University is an Affirmative Action/Equal Employment Opportunity institution. For EEO questions or concerns, please contact the Office of Human Resources at (678) 466-4230. Individuals requiring disability-related accommodations for participation in any program or event, or to obtain print materials in an alternative format, should contact the Disability Resource Center at (678) 466-5445 or e-mail disabilityservices@clayton.edu.

Clayton State University is required to collect social security numbers for legitimate business and statistical reporting purposes. Social security numbers shall be considered confidential information and only disclosed according to appropriate state and federal disclosure and privacy laws.

OFFICE USE ONLY: App. Fee Rec'd with App. on ___/___/___ Check No. _____ Money Order _____ Cash by _____