Application for Admission & Financial Aid

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Mount St. Mary's College

EMPOWERING YOU TO REACH HIGHER

Application Instructions

Each year at Mount St. Mary's College, we seek to develop a college community that is dynamic, diverse and intellectually curious. We hope that you will become a part of that community. Each student's application is considered very carefully. All of the documents are read by the Admission Committee prior to any decision being made. Please follow the information written for the program to which you are applying. Please note that all admission decisions are made without consideration of financial circumstances [we are need-blind]. If you have any questions at all, please call your admission counselor at 800.999-9893. We are here to help you. If you would prefer to complete your application online, please go to www.msmc.la.edu and follow the Admissions links.

The Admission Process

Please refer to the checklist on the back of this application for the required documents and priority dates/deadlines.

Once all of the application documents have been received, your file will be reviewed by your admission counselor. For first-year and transfer applicants, the decision will be made by the Admission Committee and mailed within a few days. Some first-year students applying to the four-year baccalaureate program at Chalon may be given the opportunity to begin their studies in the associate program at Doheny. The two-year associate program allows students to improve their academic preparation with small class sizes and intensive skill development.

Early Action Program

First-year applicants to the Baccalaureate program at Chalon have the option to apply under the early action program. To participate, the Admission Office must have all application documents postmarked by December 1 and you will receive your admission decision by mid-January. This decision is non-binding and admitted students have until May 1 to accept their offer of admission.

Enrolling at the Mount

Priority consideration will be given to students applying by the stated dates and deadlines. After you have been admitted, you are encouraged to visit or revisit the Mount to learn more about your opportunities here. Financial aid decisions are made after admission, but you are encouraged to follow the instructions in the Applying for Financial Aid section to insure the best financial aid award possible.

Information about tuition deposit deadlines for each program are included in letters of admission. If you have any questions throughout the process, please contact your admission counselor at 800.999.9893.

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Financing Your Education

Mount St. Mary's College is committed to assisting students and their families in financing their college educations. Each year the Mount awards over $9 million in scholarships and grants (monies that do not have to be repaid) to our undergraduate students.

The student financing staff will work with you and your family to discover the resources necessary to pay for your educational costs. Resources include merit awards and grants, low-interest educational loans and campus work opportunities. Please note that we are unable to grant financial aid to students who are not citizens or permanent residents of the United States.

Applying for Financial Aid

While you are applying for admission to the College, you should also be applying for financial aid. *Do not wait to learn of your admission to begin the process*. Complete all necessary forms between January 1 and March 2 to be eligible for the best possible package.

To apply for any form of need-based financial aid, you must complete and mail the following forms:

FAFSA

The Free Application for Federal Student Aid is available to students beginning January 1. You may apply for financial aid by using FAFSA on the web at www.fafsa.ed.gov. Please keep a copy of your completed FAFSA for yourself.

CAL GRANT GPA VERIFICATION FORM

Residents of California should complete this form and give it to a school official or counselor before the March 2 deadline. If the student financing staff requests any additional documents from you, please arrange to have these sent as soon as possible. The documents, which could include copies of income tax records, verification of citizenship, etc., will be necessary to complete your financial aid award.

Your Financial Aid Award

When your financial aid application is complete, your student financing counselor will review the documents. If there are questions, he or she will contact you. You will receive an initial financial aid package in the mail. Information on the specific nature of these types of financial aid will be included with your financial aid package. As always, please respond to any requests from the Office of Student Financing regarding your financial aid package as promptly as possible.

Merit Awards

Mount St. Mary's College offers merit-based awards for first-year incoming students and transfers who meet certain academic qualifications. Information on these awards and guidelines are found in the Scholarship and Financial Aid Guide.

Mount St. Mary's College does not discriminate on the basis of race, color, creed, national origin, age or handicap in the administration of its admission policies, scholarship and loan programs or in its educational programs. The College complies with the provisions of the Family Educational Rights and Privacy Act of 1974.

Mount St. Mary's College is accredited by The Western Association of Schools and Colleges, California Commission on Teacher Credentialing, The Commission on Collegiate Nursing Education, Commission on Accreditation in Physical Therapy Education, the National Association of Schools of Music.

PLEASE REFER TO THE DOCUMENT CHECKLIST ON THE FOLLOWING PAGE BEFORE MAILING YOUR APPLICATION.

Document Checklist

First-Year Applicants

- ☐ Application, completed and signed
- ☐ $50 application fee *($20 online)* or a fee waiver form from your school
- ☐ Application essay (*see application*)
- ☐ Official high school transcript, including at least six semesters worth of grades, sent from the high school (*if you have not been educated in the English language, official transcripts must be translated*)
- ☐ Official record of the SAT or ACT, which may be printed on your school transcript or sent directly from the testing service
- ☐ Academic reference (*form is provided with the application and should be mailed by the person completing the reference*)
- ☐ Admissions interview (*while not required, strongly recommended*)
- ☐ TOEFL.* Official score of at least 550 for the paper-based test, 213 for the computer-based test, or 75 for the Internet-based test must be sent from the testing service if you have not been educated in the English language

IMPORTANT DATES

December 1 All documents must be postmarked to apply under the early action program (January announcements)
February 15 Priority Date** for students applying for the Fall semester
November 1 Priority Date** for students applying for the Spring semester

Transfer Applicants

- ☐ Application, completed and signed
- ☐ $50 application fee *($20 online)* or a fee waiver form from your college
- ☐ Application essay (*see application*)
- ☐ Official high school transcript and official record of the SAT or ACT, if you have fewer than 24 transferable units for the baccalaureate program, or fewer than 15 units for the associate program
- ☐ Official transcripts from all colleges or universities you've attended, including official translations, if English was not the language of instruction
- ☐ Academic reference (*form is provided in the application and should be mailed by the person completing the reference*)
- ☐ Admissions interview (*while not required, strongly recommended*)
- ☐ TOEFL.* Official score of at least 550 for the paper-based test, 213 for the computer-based test, or 75 for the Internet-based test must be sent from the testing service if you have not been educated in the English language

IMPORTANT DATES

March 15 Priority Date* for students applying for the Fall
November 1 Priority Date* for students applying for the Spring semester

* In some cases the ELPT exam score may be accepted in lieu of the TOEFL exam.
** Priority Date. Applications postmarked by this date will receive full consideration for admission and financial aid. If you apply after this, space may be limited; so, applications are reviewed on a first-come, first-serve basis.

MOUNT ST. MARY'S COLLEGE

Office of Undergraduate Admission
12001 Chalon Road, Los Angeles, CA 90049
800.999.9893 :: admissions@msmc.la.edu :: www.msmc.la.edu

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Application for Admission

Please type or print clearly with a pen. Include your full name in the upper right hand corner of each page.
If you'd like to apply online, please go to www.msmc.la.edu, and follow the Admissions links.

To which degree program are you applying?

- ☐ First-year Chalon
- ☐ First-year Doheny
  - ☐ Early Action Program (Materials postmarked by Dec. 1)
- ☐ Transfer

Which term do you plan to begin your studies? ☐ Fall of 20 _____ ☐ Spring of 20 _____

Personal Information

If your last name is hyphenated, please include full last name.

Name: _____ Nickname: _____
LAST (FAMILY) FIRST MIDDLE

Permanent address: _____
NUMBER AND STREET

_____
CITY STATE ZIP

Phone: _____ Former last name (if any): _____

Mailing address: _____
NUMBER AND STREET

_____
CITY STATE ZIP

Cell phone: _____ S.S.#: _____ Email: _____

Date of birth: / / City/State of birth: _____ ☐ Female ☐ Male

Are you a citizen or permanent resident of the U.S.? ☐ Yes ☐ No If not, which country? _____

Current high school/college: _____

Optional Information

The following information will be used for statistical purposes and planning only.

Are you Hispanic/Latino? ☐ Yes ☐ No

Check all that characterize your race: *(Note: Regardless of your answer to the previous question, please mark one or more races to indicate what you consider yourself to be.)*

- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ White
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander

Your religious preference: _____ Language spoken at home: _____

Name _____
LAST FIRST

Educational Plans

Please tell us your proposed major: _____

Please tell us the career you intend to pursue (if known): _____

To which other colleges will you apply? _____

How did you learn about Mount St. Mary's College? _____

Have you ever spoken with a representative from Mount St. Mary's College? ☐ Yes ☐ No

If so, who and when? _____

Will you apply for financial aid? ☐ Yes ☐ No
Do you plan to live on campus? ☐ Yes ☐ No
Would you like to be considered for Honors at Entrance? ☐ Yes ☐ No
Will you submit AP test scores for college credit? ☐ Yes ☐ No

Family Information

Please list both parents below, even if one ore more is deceased or no longer has legal responsibilities toward you. Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor. If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well. If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, on a separate sheet of paper.

PARENT 1 NAME: _____ Maiden name (if applicable): _____

Relation: ☐ Mother ☐ Father ☐ Other

Address: _____
NUMBER AND STREET

_____
CITY STATE ZIP

S.S.#: _____ Email: _____

Home phone: _____ Work phone: _____

Occupation: _____ Employer: _____

College(s) attended: _____ Degree(s): _____

PARENT 2 NAME: _____ Maiden name (if applicable): _____

Relation: ☐ Mother ☐ Father ☐ Other

Address: _____
NUMBER AND STREET

_____
CITY STATE ZIP

S.S.#: _____ Email: _____

Home phone: _____ Work phone: _____

Occupation: _____ Employer: _____

College(s) attended: _____ Degree(s): _____

Please list the names of sisters and/or brothers and any colleges they are attending or have attended:

_____

_____

_____

Name _____
LAST FIRST

Personal Essay

Please write an essay (250 words minimum) on a topic of your choice or on one of the options listed below, and attach it to your application before submission. Please indicate your topic by checking the appropriate box. The essay is an important part of your application and will be read by the Admission Committee before a decision is made. This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

- ☐ 1. Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- ☐ 2. Discuss some issue of personal, local, national or international concern and its importance to you.
- ☐ 3. Indicate a person who has had a significant influence on you, and describe that influence.
- ☐ 4. Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has an influence on you, and explain that influence.
- ☐ 5. A range of academic interests, personal perspectives and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community or an encounter that demonstrated the importance of diversity to you.
- ☐ 6. Topic of your choice.

Personal Statement

If you feel that a personal statement explaining any inconsistencies in your past academic record or other matters would be helpful to the Admission Committee, please attach it to the application.

Disciplinary History

1. Have you ever been found responsible for a disciplinary action at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution? ☐ Yes ☐ No
2. Have ever been convicted of a misdemeanor, felony or other crime? ☐ Yes ☐ No
   Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded or otherwise ordered by a court to be kept confidential.

If you answered "yes" to either or both questions, please attach a separate sheet of paper that gives the date of each incident, explains the circumstance and reflects on what you've learned from the experience. Your reference will also be asked this question of your record.

Educational Information

Name of academic reference: _____

Office phone: _____ E-mail: _____

Name of high school you will/have graduate(d) from: _____

Date of high school graduation: _____

Please list your class schedule for the current year (indicate honors and AP courses):

FALL SEMESTER	SPRING SEMESTER

Please list all institutions in order of dates of attendance, last school first:

SCHOOL	CEEB CODE	DATES OF ATTENDANCE	DEGREE (IF ANY)

Name _____
LAST FIRST

All Applicants:

List your employment or volunteer positions over the past four years (attach a separate sheet if needed):

POSITION AND DATES OF EMPLOYMENT	COMPANY	HOURS PER WEEK

For First-Year Applicants Only:

Name of high school counselor: _____

Office phone: _____ Email: _____

Please indicate the date(s) you will take or have taken the SAT: _____ ACT: _____

If you have received your scores for the ACT and/or SAT, please indicate the highest achieved score for each category. Scores from the appropriate testing agencies should be sent as soon as possible.

ACT composite score: _____ SAT: CR_____ M_____ WR_____

Please list in order of importance, your activities (including clubs and sports) and community involvement:

ACTIVITY	OFFICE OR SPECIAL RECOGNITION	DATE

Please list all academic awards or honors received since the ninth grade (attach a separate sheet if needed):

HONOR OR AWARD	SCHOOL OR ORGANIZATION	YEAR

Signature

Enrollment at Mount St. Mary's College signifies a student's willingness to conduct oneself in accordance with the appropriate standards of personal behavior and to adhere to the academic policies and other regulations stated in the catalog. Please read and sign the following statement:

I understand that if I enroll at Mount St. Mary's College, I am expected to become a responsible member of the student body and behave accordingly. To the best of my knowledge, all the information provided on this application is accurate.

Signature: _____ Date: ____/____/____

Please return application, $50 fee or fee waiver and essay in the enclosed envelope.

Mount St. Mary's College
Office of Admission
12001 Chalon Road
Los Angeles, California 90049

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Academic Reference

TO THE APPLICANT:
First-year students and transfer students currently attending another institution should fill in their name and address below and give this form to their counselor, teacher, professor, principal or school head. Make sure to give this form to your reference with plenty of advance notice and a stamped envelope addressed to:

Mount St. Mary's College
Office of Admission
12001 Chalon Road
Los Angeles, California 90049

Applicant: _____

Home Address: _____
NUMBER AND STREET

_____
CITY STATE ZIP

Phone: _____ Email: _____

TO THE REFERENCE:
We appreciate your cooperation in serving as a reference for this student. Your observations of this candidate for admission to Mount St. Mary's College and perceptions about her/his abilities, motivation and potential will help the Admission Committee reach its decision. Your comments will only be read by the members of the Admission Committee and the admission staff, and will be destroyed before the student's permanent file is compiled. This reference must be in the student's file before we can make a decision and we thank you in advance for your timely return of this form.

How long and in what capacity have you known this applicant? _____

If you have been her/his teacher, please list the courses you taught the applicant: _____

To your knowledge, has the applicant ever been subject to any disciplinary action? ☐ Yes ☐ No ☐ I don't know

If yes, please explain: _____

Please give these 2 pages to your reference. PDF12

Name _____
LAST FIRST

In relation to her/his classmates, please rate the applicant in the following categories:

	BELOW AVERAGE	AVERAGE	EXCELLENT	SUPERIOR	UNABLE TO ASSESS
Academic ability					
Academic motivation					
Study habits					
Leadership					
Concern for the community					
Personal character					

Are you familiar with the program and admission standards of our two campuses? ☐ Yes ☐ No

FOR FIRST-YEAR APPLICANTS ONLY:

Class Rank: _____ out of _____ ☐ We do not rank.

On the basis of your knowledge of the applicant, please indicate the strength of your recommendation:

☐ Enthusiastically recommend ☐ Recommend without reservations
☐ Recommend with reservations ☐ Do not recommend

Signature: _____ Date: _____

Typed or printed name: _____ Position: _____

School/Organization: _____

Address: _____
NUMBER AND STREET

_____
CITY STATE ZIP

Phone: _____ Email: _____

The Admission Committee encourages your written observations and perceptions of your student. Please use the space below or attach a separate sheet to this form. You may also attach a letter of recommendation written previously for the applicant. Thank you for your help in this process.

_____

_____

_____

_____

_____

_____

Office of Undergraduate Admission
12001 Chalon Road, Los Angeles, CA 90049
800.999.9893 :: admissions@msmc.la.edu :: www.msmc.la.edu