



Checklist for Application Process:

- ❖ \_\_\_\_\_ **Application** Completed and signed.
- ❖ \_\_\_\_\_ Writing paragraph attached.(300-400 words.)
- ❖ \_\_\_\_\_ **2 personal reference forms** completed
- ❖ \_\_\_\_\_ Transcripts attached or sent (as needed for degree students)
- ❖ \_\_\_\_\_ Proof of High School graduation.
- ❖ \_\_\_\_\_ **Behavioral document** signed.
- ❖ \_\_\_\_\_ **Class Registration** completed and attached.
- ❖ \_\_\_\_\_ Tuition check attached or financial arrangements made.
- ❖ \_\_\_\_\_ Application fee of \$25.00 attached.
- ❖ \_\_\_\_\_ Semester fee of \$10.00 attached.
- ❖ \_\_\_\_\_ Appointment made to speak with Registrar or Dean.

**Underlined** are documents available by mail or online.

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