CHECKLISTS

First-Year Students
☐ Submit a completed application for admission, along with the $25.00 application fee. The application fee is nonrefundable and does not apply toward college expenses.
☐ Submit an official high school transcript showing course work and grades through at least six semesters. Include a list of all courses on your senior year schedule.
A high school profile sheet should accompany the transcript and clearly indicate the grading system used. The grade point average is assumed to be on a 4.0 system unless otherwise indicated. The admission process is not complete until an official transcript is received upon graduation from high school.
☐ Forward results from either the SAT or the ACT.
Note: If you are taking Advanced Placement Testing the code is 1129.

Transfer Students
Transfer students who have completed the equivalent of 12 semester hours of college-level course work and have a 2.0 cumulative grade point average will be admitted in good standing. Transfer students who are not in good academic standing from any college or university attended will also have their high school credentials reviewed.
☐ Complete all steps listed under First-Year Students.
☐ Have an official, sealed transcript from each college and university attended mailed directly from the registrar’s office to the Office of Admission.
Note: Transfer credits are only accepted from regionally accredited institutions.

Home-Schooled Students
☐ Complete all steps listed under First-Year Students.
☐ Send a list of courses and grades along with any documentation from the state or national home schooling accreditation agency.
☐ Send ACT/SAT scores.
☐ Send two letters of recommendation.
☐ Students may also be asked to interview with a member of the admission staff.

International Students
☐ Include a $25.00 nonrefundable fee with the application for admission.
☐ Forward TOEFL scores: Requirement 510 (180 computer-based = 64 Internet-based). Our code for TOEFL is 1129.
☐ Send official secondary school records. Transfer students should send official records from all previously attended colleges.
☐ Include a personal essay and two letters of recommendation (encouraged). In some cases these items are required.
☐ If you are a permanent resident, please provide a copy of your Alien Registration (green card).
☐ If applying for scholarships, please forward SAT or ACT scores. The Mount’s code numbers are: ACT-3254; SAT-1129.

APPLICATION DEADLINE DATES

<table>
<thead>
<tr>
<th>Semester Start</th>
<th>Admitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 12, 2015</td>
<td>January 2, 2015</td>
</tr>
<tr>
<td>August 24, 2015</td>
<td>August 14, 2015</td>
</tr>
<tr>
<td>January 11, 2016</td>
<td>January 2, 2016</td>
</tr>
</tbody>
</table>

FINANCIAL AID
The Mount offers several options for financial aid including automatic scholarships to qualified undergraduate students. www.msj.edu/financial-aid

ADDITIONAL INFORMATION

Residency
The Mount has a residency requirement for all freshman and sophomore students under the age of 21 not living with their parents/legal guardians, or whose home address is beyond a 35-mile radius from the University. Students must be 17 years of age or older to live on campus. Call the Office of Residence Life at 513-244-4304 with specific questions. www.msj.edu/student-life

Veterans
The Mount participates in the Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. Veterans who choose to attend the Mount as part of the Yellow Ribbon Program will receive assistance to pay tuition and fees for undergraduate or master’s degree programs. The cost will be covered by the Veterans Administration in partnership with the Mount up to allowable maximum amount per year. An eligible veteran may also choose to assign these benefits to his or her spouse or dependent offspring. www.msj.edu/veterans

Athletes
Prospective college athletes need to meet NCAA Division III eligibility rules. NCAA Division III eligibility requirements for freshman athletes are the same as the University’s admission requirements for all students. The Mount is a member of the Heartland Collegiate Athletic Conference (HCAC). NOTE: Due to NCAA Division III regulations, no athletic scholarships can be awarded. www.msjsports.com

GED
Admission may be granted to candidates who have completed the test of General Educational Development (GED). High school transcripts and any completed ACT or SAT scores are also required www.msj.edu/apply

Disability Services
In compliance with Section 504 of the Rehabilitation Act of 1973, the University provides, at no charge, reasonable academic adjustments and auxiliary aids to meet the individual needs of eligible students. Eligibility depends on the nature of the impairment and its impact on the particular individual, and is based on documentation from a qualified professional. www.msj.edu/academics/disability-services
ADMISSION CRITERIA
Mount St. Joseph University conducts a comprehensive and individualized review of each candidate’s credentials for admission, including but not limited to the following: a college prep high school curriculum, grade point average, standardized test scores, evidence of leadership, and extracurricular involvement. We look at each student as an individual, so personal background, attributes and life circumstances are also taken into consideration. We seek students who will contribute to, and benefit from, the educational programs and activities the Mount offers.

Majors
Accounting
Art
Art Education
Art History
Athletic Training
Biochemistry
Biology
Biomedical Sciences
Business Administration
Business Administration/Mathematics
Chemistry
Chemistry/Mathematics
Communication and New Media Studies
Criminology
Education – Inclusive Early Childhood
Education – Middle Childhood
Education – Special Education
Educational Studies
English
Fine Arts
General Studies
Graphic Design
Health and Wellness
History
Informatics – Mathematics and Web/Mobile
Informatics – Web and Mobile
Interactive Media Design and Computing
Mathematics
Mathematics/Business Administration
Mathematics/Chemistry
Music
Neuroscience
Nursing
Paralegal Studies
Psychology
Religious Studies
Social Work
Sociology
Sport Management

Additional academic options are available, including: concentrations, associate degrees, program structures (i.e., 3-year completion), and learning formats (i.e., online).

APPLY ONLINE: www.msj.edu/apply
Please complete both sides of both pages. PLEASE NOTE: The review of your application will not occur until all relevant information is received.

**APPLICATION STATUS** (CHECK ALL THAT APPLY) FEE: $25.00

- [ ] Freshman
- [ ] Transfer
- [ ] International
- [ ] Full time (12 semester hours or more)*  
- [ ] Part time (fewer than 12 semester hours)

* Required for International Students on F-1 Visas.

**PERSONAL INFORMATION** (PLEASE TYPE OR PRINT)

Full Name

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Preferred First Name</th>
</tr>
</thead>
</table>

Social Security Number ___________________________________________ Date of Birth Month Day Year

Home Address ___________________________________________ Home Telephone _______ / __________

<table>
<thead>
<tr>
<th>Street</th>
<th>Apt#</th>
<th>Area Code</th>
</tr>
</thead>
</table>

City State ZIP County

Mailing Address (if different) Street/City/State/ZIP Telephone _______ / __________

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Area Code</th>
</tr>
</thead>
</table>

E-mail ___________________________________________ Would you like to receive e-mail?  
- [ ] Yes  
- [ ] No

Cell Phone ___________________________________________ Would you like to receive text messages?  
- [ ] Yes  
- [ ] No

- [ ] Are you a U.S. citizen?  
- [ ] Yes  
- [ ] No

- [ ] Are you a U.S. permanent resident?  
- [ ] Yes  
- [ ] No

- [ ] If a non-resident alien, what is: 1) your country of birth? ____________________________ 2) your country of citizenship? __________

- [ ] Are you a veteran of any branch of the United States Military, Reserves, National Guard, or Coastal Guard?  
- [ ] Yes  
- [ ] No

**EDUCATION**

High School ___________________________________________ Date of Graduation Month Year

Senior Guidance Counselor Dr. /Mr. /Mrs. /Ms. ___________________________________________________________________

City State ZIP County

High School Address ___________________________________________ Telephone _______ / __________

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Area Code</th>
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</table>

City State ZIP County

**Transfer Students Only** – List colleges you have attended (list most recent first):

<table>
<thead>
<tr>
<th>College</th>
<th>City/State</th>
<th>Dates attended</th>
<th>Credits completed</th>
<th>in progress</th>
</tr>
</thead>
</table>

**Note:** Transfer credits are only accepted from regionally accredited institutions.

**AREA OF STUDY**

Intended Major (if undeclared, please indicate) ___________________________ Intended Degree  
- [ ] Associate  
- [ ] Bachelor’s

Go to www.msj.edu/academics for a complete list of majors.

Interested in pursuing a graduate degree in chiropractic medicine, dentistry, medicine, occupational therapy, optometry, pharmacy, physical therapy, physician assistant, podiatry, public health, or veterinary science?  
- [ ] Yes  
- [ ] No

Desired Date of Enrollment (circle one year):  
1st Semester – August 2015 (OR) 2nd Semester – January 2016

**Housing Plans:**  
- [ ] Residence Hall  
- [ ] Commuter

The Mount has a residency requirement for all freshman and sophomore students under the age of 21 not living with their parents/legal guardians, or whose home address is beyond a 35-mile radius from the University. Students must be 17 years of age or older to live on campus. Call the Office of Residence Life at 513-244-4304 with specific questions.
INvolvement

Please check the activities and/or programs you plan to be involved with in college:

- Academic and Honorary Clubs
- Band or Ensembles
- Choir
- Community Service
- Intramural Sports
- Performing Arts
- Multicultural Affairs
- Social Clubs
- Student Government
- Student Newspaper
- Study Abroad
- Cooperative Education
- Talent Opportunity Program (TOP)
- Ethical Leadership
- Other

Please check the sports you plan to play in college:

- Baseball
- Basketball
- Cross Country
- Cheerleading
- Dance
- Football
- Golf
- Lacrosse
- Soccer
- Softball
- Tennis
- Track & Field
- Volleyball
- Wrestling

Additional Personal Information

Please complete the following questions.

1. Describe any scholastic distinctions or honors you have received beginning in ninth grade.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

2. List, in order of importance, your involvement in major extracurricular activities and any leadership positions.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

3. Tell us something about yourself that is not readily apparent from your application.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

4. Please indicate if there has been any particularly important events or occurrences in your life, or any part of your academic record that might need clarification or explanation. Please attach additional sheets if needed.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
FAMILY INFORMATION

Father’s Name ____________________________________________________________________________________

Living ☐ Deceased ☐

Address ____________________________________________ Work Telephone __________ / __________

Street Apt.# Area Code

Living ☐ Deceased ☐

City State ZIP

E-mail ____________________________________________ Cell Phone ________________

College(s) Attended ____________________________________________ Highest Degree Earned: ☐ Associate ☐ Bachelor’s

Employer ____________________________________________ Position __________________________

Mother’s Name ____________________________________________________________________________________

Living ☐ Deceased ☐

Address ____________________________________________ Work Telephone __________ / __________

Street Apt.# Area Code

Living ☐ Deceased ☐

City State ZIP

E-mail ____________________________________________ Cell Phone ________________

College(s) Attended ____________________________________________ Highest Degree Earned: ☐ Associate ☐ Bachelor’s

Employer ____________________________________________ Position __________________________

If living at different addresses, send information to: ☐ Mother only ☐ Father only ☐ Both

☐ Yes, I want to receive e-mail updates from the University

Name(s) and age(s) of brother(s) ____________________________________________

Name(s) and age(s) of sister(s) ____________________________________________

Does someone other than your parent(s) serve as your legal guardian? ☐ Yes ☐ No If yes, please provide information below.

Legal Guardian(s) ____________________________________________ Relationship to you ________________

Address ____________________________________________ Telephone __________ / __________

Street/City/State/Zip Area Code

List all relatives who attend(ed) Mount St. Joseph University. Please include maiden name(s).

<table>
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<tr>
<th>Name</th>
<th>Relationship to you</th>
<th>Year of Graduation</th>
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BACKGROUND

Have you ever been expelled or required to withdraw for academic and/or disciplinary reasons from any high school or college? ☐ Yes ☐ No

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

If you answered “yes” to either of the last two questions, please forward relevant information on this matter to the director of admission. Criminal background checks may be required to determine eligibility for admission into some programs and/or field placement, practicum or clinical assignments. Some misdemeanor offenses may justify the denial of admission into a licensure program or access to practicum or clinical assignments.

A record of prior criminal conviction(s) will not necessarily be a bar to admission to the University. The University will take into account such factors as the nature and seriousness of the offense, the age of the offense, and any evidence that the potential student has successfully engaged in efforts to be held accountable or to rehabilitate.
DEMOGRAPHICS

Mount St. Joseph University reports this aggregated data to the U.S. Department of Education.

A. Gender: ☐ Male ☐ Female

B. Do you consider yourself to be Hispanic/Latino/Spanish origin? ☐ Yes ☐ No

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

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Pacific Islander ☐ White (non-Hispanic)

D. Religious Affiliation: ____________________________________________________________ ☐ Decline to Answer

MARKETING/PUBLIC RELATIONS

To what other colleges are you applying? (optional) ____________________________________________

Have you visited the Mount? ☐ Yes ☐ No

Of the following, which did you use to learn about the Mount? (Please check one.)

☐ High school guidance counselor ☐ Mount admission counselor
☐ College fair ☐ College search engine
☐ Visit to campus ☐ Friend or relative
☐ Mount website ☐ High school coach
☐ Mount coach ☐ Other ______________________________

(Please specify)

The Mount has permission to use my name and related information if a scholarship is awarded and/or my application is accepted. ☐ Yes ☐ No (Please check one.)

Note: By completing and signing this application, students who attend the Mount give the University permission to use his/her photographs and/or digital media for marketing purposes, both on the website and in print materials. The photographs and digital media become the property of the University and are only used to promote the Mount.

I certify that the information which I have provided is complete and accurate to the best of my knowledge. I understand that falsification may result in denial of admission or dismissal from Mount St. Joseph University. If I am accepted by Mount St. Joseph University and choose to enroll, I understand that I will be expected to abide by all University rules and regulations.

________________________________________ ______________________________________
Signature of Applicant Date: Month/Day/Year

PLEASE NOTE: The review of your application will not occur until all relevant information is received.
Secondary School Report Form

Instructions: Students should complete Section I and submit the form to their school counselor. Counselors should complete Section II and forward this form, along with the student’s high school transcript to Mount St. Joseph University.

SECTION I (TO BE COMPLETED BY THE STUDENT)

Date: ____________________________ Name: _______________________________________________________

(Last, First, Middle)

Address: ______________________________________________________________________________________

(City, State, Zip)

Telephone: Home (_____) ____________________________ Cell: (_____) ____________________________

Date of Birth: ____________________________ Email Address: __________________________________________

SECTION II (TO BE COMPLETED BY THE HIGH SCHOOL COUNSELOR)

High School: __________________________________________________________________________________

High School CEEB: ____________________________

Counselor’s Name: ___________________________________________________________________________

Telephone: (_____) ____________________________ Fax: (_____) ____________________________

Email Address: ________________________________________________________________________________

Percent of class attending: Four-Year _____ Two-Year _____ institutions

Provide Cumulative GPA on a 4.0 Scale: ____________  □ Weighted   □ Unweighted

Student rank _______ in a class of _________  □ Not available

This student’s course selection is:  □ Most Demanding □ Demanding   □ Average   □ Below Average

SENIOR-YEAR COURSES (OR ATTACH SCHEDULE)

<table>
<thead>
<tr>
<th>First Term: Course</th>
<th>Grade</th>
<th>Second Term: Course</th>
<th>Grade</th>
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Additional Comments:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Mount St. Joseph University (“the University”) is committed to providing an educational and employment environment free from discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation or other minority or protected status. This commitment extends to the University’s administration of its admission, financial aid, employment, and academic policies, as well as the University’s athletic programs and other University-administered programs, services, and activities.

The University has designated the chief compliance and risk officer, 513-244-4193, Office of the President, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Title IX of the Education Amendments of 1972 and other applicable federal and state civil rights laws. The University has designated the director of Learning Center & Disabilities Services, 513-244-4524, as the individual responsible for responding to inquiries, addressing complaints, and coordinating compliance with its responsibilities under Section 504 of the Rehabilitation Act of 1973.