



## APPLICATION FOR ADMISSION

This application is also available online at [www.atlantic.edu](http://www.atlantic.edu)

### ADMISSION TO ACCC

Admission to Atlantic Cape Community College is available to all applicants who are 18 years of age and older, have graduated from an accredited secondary or preparatory school, or those with a State equivalency certificate (GED). The college's Nursing and Respiratory Therapy programs have additional criteria that must be met before a student is accepted into those programs. The college catalog provides complete information. Admission may be offered to applicants who do not meet these requirements as special admits. Contact the Admissions Office at (609)343-5000 or (609)463-4774, ext. 5000 for more information.

*ACCC does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender, sexual orientation or veteran's status.*

### STUDENTS SEEKING A DEGREE/CERTIFICATE/PROFESSIONAL SERIES

- Complete this form, indicating desired program of study, and submit a \$35 non-refundable application fee. Make check or money order payable to ACCC.
- Forward a copy of final high school(s) transcript(s).
- Take the Placement Test by contacting the Testing Office at (609)343-5099 or (609)463-4774, ext. 5099. Students who provide proof of SAT scores of 540 or more for Critical Reading, 530 or more for Mathematics, or who provide an unofficial college transcript demonstrating successful completion of college-level English and mathematics, are exempt from taking the test. Out-of-county students may take the test at ACCC or their home county college and have the results sent to ACCC's Testing Office.

### STUDENTS NOT SEEKING A DEGREE:

- Complete this form, indicating the program of study as "Undeclared," and submit a \$35 non-refundable application fee. Make check or money order payable to ACCC. Acceptance to the college is automatic upon receipt of the application and payment of the fee. Students not seeking a degree are not eligible for financial aid.
- Take the Placement Test by contacting the Testing Office at (609)343-5099 or (609)463-4774, ext. 5099. Students who provide proof of SAT scores of 540 or more for Critical Reading, 530 or more for mathematics, or who provide an unofficial college transcript demonstrating successful completion of college-level English and mathematics, are exempt from taking the test. Out-of-county students may take the test at ACCC or their home county college and have the results sent to ACCC's Testing Office.

### ADDITIONAL INFORMATION:

**Students transferring** credits from other colleges to ACCC must submit official transcripts from all colleges attended and complete a Transcript Evaluation Request form available from the Admissions Office or online. There is a \$20 fee for transfer credit evaluation.

**Visiting Students** – Students from other colleges who wish to take a course or courses at ACCC should indicate their program of study as "Undeclared" and may submit an unofficial transcript as proof of completing course prerequisites. There is no evaluation fee for an unofficial transcript.

**English as a Second Language (ESL) applicants** educated in the USA since the 8th grade who have graduated or expect to graduate from an American high school, are exempt from the ESL Test and should make an appointment to take the Placement Test. A final high school transcript is required. If you entered the American school system after 8th grade, you may be exempt from the Test based on an interview with the Chairperson of the ESL Department, (609)343-4881, or (609)463-4774, ext. 4881. All other applicants whose native language is not English are required to take the ESL Placement Test. For more information, contact the ESL Coordinator at (609)343-4881, or (609)463-4774, ext. 4881.

**International I-20 Applicants** must complete the Application for Admission, Supplemental Form for International students, Sponsorship Form and submit a non-refundable \$100 application fee and the required deposit. Forms are available from the Admissions Office or at [www.atlantic.edu](http://www.atlantic.edu). For further information call the Admissions Office at (609)343-4916 or (609)463-4774, ext. 4916.

**OFFICIAL USE ONLY**  
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**INSTRUCTIONS**

Atlantic Cape Community College’s application represents our first official contact with you. By completing it, you will share important information about yourself. This information will help us serve you better. Please complete applications with a pen or type. Return the completed application with your non-refundable \$35 (\$100 for international I-20 applicants) application fee to any of ACCC’s locations, or mail to Admissions Office, 5100 Black Horse Pike, Mays Landing, NJ 08330. Your application will be processed and you will receive information regarding registration.

**I hereby certify that the following information is true and correct to the best of my knowledge. I understand that submission of false information may result in dismissal from the college. In addition, I understand that upon my enrollment, I will abide by the policies and regulations of the college. I am aware the application fee is non-refundable. I also certify that I reside permanently at the address given on this application in the County of \_\_\_\_\_**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Social Security Number (for reporting purposes only): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am applying for:  FALL  SPRING  SUMMER  
(year) (year) (year)

Name: \_\_\_\_\_  
Last First Jr. etc.

I am applying as a  Freshman Student  Transfer Student  Visiting Student (Check one)

I have written permission from my high school to apply for  Dual Credit  Concurrent Enrollment  
 Other (Must be pre-approved by high school before submitting application).

Permanent Home Address: \_\_\_\_\_  
Number & Street Apt. #

City State ZIP County

E-mail Address: \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**CITIZENSHIP**

Citizenship:  US Citizen  Permanent Resident (Attach copy of residency card)

Country of Birth \_\_\_\_\_ Native Language \_\_\_\_\_

Visa Type: \_\_\_\_\_ Non-US Citizens must also complete the Supplemental Form for International Students. You can view and print this form at [www.atlantic.edu](http://www.atlantic.edu) or request one from the Admissions Office.

**OPTIONAL INFORMATION (for reporting purposes only)**

Gender:  Male  Female

Ethnicity (check one only)

- African American, non-Hispanic
- Asian or Pacific Islander
- Cuban
- Mexican
- White, non-Hispanic
- American Indian/Alaskan Native
- Central or South American
- Hispanic
- Puerto Rican
- Other: \_\_\_\_\_

**EDUCATIONAL DATA**

Name of high school: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Date of graduation or anticipated date: \_\_\_\_\_

If you did not complete high school, did you receive a General Equivalency Diploma (GED)? \_\_\_Yes\*\_\_\_ No

\*If "YES", please submit a copy of GED and test results to the Admissions Office.

Date or anticipated date of GED completion: \_\_\_\_\_

Are you at least 18 year of age? Yes \_\_\_ No\* \_\_\_

\*If "NO" contact the Admissions Office for information.

**PROJECT SECOND CHANCE**

Non-high school graduates have an opportunity to earn a state-issued high school diploma through ACCC's Project Second Chance. If you are at least 18 years of age and do not have a high school diploma or GED, you may be eligible to participate in this program. Contact the Career and Academic Planning Center for details, (609)343-5024, or (609)463-4774, ext. 5024.

Project Second Chance (PSC) \_\_\_Yes What grade did you complete? \_\_\_\_\_

**TRANSFER STUDENTS**

To transfer courses into ACCC, list all colleges attended and have an official transcript sent from each college as soon as possible to the Admissions Office. You must also complete an official Evaluation Form in order to transfer any credits applicable to your program of study. You can view and print this form at www.atlantic.edu or request one from the Admissions Office. There is a \$20 fee to evaluate transfer credits. Non-degree-seeking or students from other colleges taking a course or courses at ACCC may submit an unofficial transcript as proof of completing course prerequisites. There is no evaluation fee for unofficial transcripts.

Name of School	State	Dates Attended	Degree(s) Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMERGENCY CONTACT PERSON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Daytime Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**PROGRAM OF STUDY/MAJOR - (Select only one:)**

**ASSOCIATE IN ARTS (A.A.)**

Liberal Arts\* (select as a major or choose an option below)

- |   |  |
|---|--|
| <input type="checkbox"/> Business Administration Option | <input type="checkbox"/> Child Development/Child Care Option |
| <input type="checkbox"/> Communication Option           | <input type="checkbox"/> Digital Design Option               |
| <input type="checkbox"/> Education Option               | <input type="checkbox"/> History Option                      |
| <input type="checkbox"/> Humanities Option              | <input type="checkbox"/> Literature Option                   |
| <input type="checkbox"/> Performing Arts Option         | <input type="checkbox"/> Philosophy Option                   |
| <input type="checkbox"/> Psychology Option              | <input type="checkbox"/> Social Science Option               |
| <input type="checkbox"/> Sociology Option               | <input type="checkbox"/> Studio Art Option                   |

**ASSOCIATE IN SCIENCE (A.S.)**

- |   |   |
|---|---|
| <input type="checkbox"/> Business Administration      | <input type="checkbox"/> Paralegal Studies  |
| <input type="checkbox"/> Economics Option             | <i>Science &amp; Mathematics:</i>           |
| <input type="checkbox"/> Computer Information Systems | <input type="checkbox"/> Biology Option     |
| <input type="checkbox"/> Criminal Justice             | <input type="checkbox"/> Chemistry Option   |
| <input type="checkbox"/> Corrections Option           | <input type="checkbox"/> Mathematics Option |
| <input type="checkbox"/> General Studies*             |   |
| <input type="checkbox"/> Human Services               |   |

\* Designed to accommodate students who are undecided about a career and wish to explore different fields.

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

- |   |  |
|---|--|
| <input type="checkbox"/> Accounting                             | <input type="checkbox"/> Hospitality Management                      |
| <input type="checkbox"/> Accounting Information Systems Option  | <input type="checkbox"/> Nursing                                     |
| <input type="checkbox"/> Business Administration                | <input type="checkbox"/> Office Systems Technology                   |
| <input type="checkbox"/> Computer Programming                   | <input type="checkbox"/> Computing for Small Business Option         |
| <input type="checkbox"/> Database Design and Development Option | <input type="checkbox"/> Paralegal Studies                           |
| <input type="checkbox"/> Computer Systems Support               | <input type="checkbox"/> Respiratory Therapy                         |
| <input type="checkbox"/> Web Technologies Option                | <i>Technical Studies:</i>  |
| <input type="checkbox"/> Culinary Arts                          | <input type="checkbox"/> Business Management Option                  |
| <input type="checkbox"/> Baking and Pastry Option               | <input type="checkbox"/> Health Sciences Option                      |
| <input type="checkbox"/> Food Service Management                | <input type="checkbox"/> Microsoft Certified Systems Engineer Option |

**\*NON-DEGREE, PROGRAM, CERTIFICATE**

- Undeclared (non-degree seeking students are not eligible for financial aid)
- English as a Second Language program
- Business Professional Management Certificate

**PROFESSIONAL SERIES**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accounting Specialist                    | <input type="checkbox"/> Electronic Business Professional Series | <input type="checkbox"/> Office Assistant Specialist                 |
| <input type="checkbox"/> Addiction Counseling Specialist          | <input type="checkbox"/> Entrepreneur Business Specialist Series | <input type="checkbox"/> Office Automation Specialist                |
| <input type="checkbox"/> Aesthetics Series                        | <input type="checkbox"/> Food Service Management Specialization  | <input type="checkbox"/> Office Professional Specialist              |
| <input type="checkbox"/> Baking/Pastry Specialization             | <input type="checkbox"/> Help Desk Specialist                    | <input type="checkbox"/> Office Receptionist Specialist              |
| <input type="checkbox"/> Bilingual Office Assistant Professional  | <input type="checkbox"/> Hospitality Marketing Specialist        | <input type="checkbox"/> PC Specialist                               |
| <input type="checkbox"/> Catering Specialization                  | <input type="checkbox"/> Hot Food Specialization                 | <input type="checkbox"/> Records & Information Management Specialist |
| <input type="checkbox"/> Child Development Associate (CDA) Series | <input type="checkbox"/> Human Resources Professional Series     | <input type="checkbox"/> Restaurant Supervision                      |
| <input type="checkbox"/> Civics Series                            | <input type="checkbox"/> Legal Office Specialist                 | <input type="checkbox"/> Small Business Management Specialist        |
| <input type="checkbox"/> Computerized Accounting Specialist       | <input type="checkbox"/> Literary Enrichment Series              | <input type="checkbox"/> Visual Communications Series                |
| <input type="checkbox"/> Desktop Publishing Specialist            | <input type="checkbox"/> Medical Office Specialist               | <input type="checkbox"/> Web Design Professional Series              |
| <input type="checkbox"/> Educational Office Specialist            | <input type="checkbox"/> Microsoft Office Specialist             |  |
|   | <input type="checkbox"/> Multimedia Specialist                   |  |

**Which statement below is your most important objective for attending ACCC? (check ONE only)**

- To complete an Associate degree and transfer to a four-year college
- To complete an Associate degree and seek employment
- To complete a certificate or professional series of courses
- To seek an additional degree
- To develop or improve job skills
- To take some ACCC courses and transfer to a four year college
- To take an ACCC course(s) for one semester while attending another college
- For self improvement or intellectual growth
- Other (please specify) \_\_\_\_\_

Revised June 2008