Application for Admission Instructions

The application for admission is the first step in exploring the King’s College community. We take the application process very seriously, as it allows the Office of Admission to become very familiar with the many talented men and women who seek admission to King’s College. At King’s, we look at the entire person when considering students for admission. Academic achievement, participation and leadership in school and community organizations are evaluated. While the paperwork is a necessary component, we also value the opportunity to meet our applicants in person. We strongly recommend scheduling a personal interview at your earliest convenience.

HIGH SCHOOL STUDENTS

- Complete the application in its entirety. Please be sure to either type or clearly print in ink.
- Sign the completed application at the bottom of the last page.
- Enclose the $30 non-refundable application fee. Checks should be made payable to King’s College. (if applying on-line, no application fee is required. kings.edu/admissions/applying_to_kings)
- Determine how application will be processed whether Early Action or Rolling Admission.
- Complete the top section of the school report form and submit the form to your guidance counselor.
- Request the guidance office send your official high school transcript to King’s College.
- Test Optional option: Strong students who believe that standardized test scores do not accurately reflect the strength of their academic achievements can choose to be considered as test optional in the admissions process.
  
  • Students who are Homeschooled, or wish to be considered for the Physician Assistant and Engineering programs are required to submit SAT and/or ACT scores.

- Inquire from your guidance counselor about office specific procedures they use in the application process. Many will ask you to submit the application and fee to their office, then they will send the entire application package. Others will ask you to submit your paperwork directly to us, and they will forward their appropriate documentation separately.
- Please submit any college/university transcript other than King’s College indicating course work completed. (This transcript will be used for credit evaluation only.)

  If you have any questions about the application procedures or anticipate difficulty in attaining the desired documentation, please contact the Office of Admission. In special cases we may choose to waive requirements and will process the application with available information.

PARENTS:

- The Free Application for Federal Student Aid (FAFSA) will be available on October 1, 2016. Please complete the FAFSA, and we anticipate financial aid awards to be distributed during the winter months of 2016-2017.

- The King’s College Federal School Code is 003282. (This code must be entered correctly on the FAFSA in order for King’s College to receive access to your federal record.)

- If you choose to report your social security number, please document accurately on both the application for admission, and the FAFSA. Copy it directly from your Social Security card.

King’s College is committed to equal opportunity in the admission of students, in administration of its educational program and activities, without discrimination based on race, national or ethnic origin, religion, gender, marital status, sexual orientation, age, or disability, in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504.

Questions should be directed to the Equal Opportunities Officer, 133 North River Street, Wilkes-Barre, PA 18711, or by calling (570) 208-5925.
Application for Admission
Office of Admission
133 North River Street, Wilkes-Barre, PA 18711
e-mail: admissions@kings.edu
www.kings.edu • (570) 208-5858 • 1-888-KINGS PA • FAX (570) 208-5971

PERSONAL DATA
Legal Name: ____________________________________________
Last First Middle (complete) Jr., etc. Sex
Social Security number: __________________________ Date of birth: __________________________
Permanent home address: ________________________________________________________________
Number and Street
City or Town County State Zip Code
If different from the above, please give the mailing address for all admission correspondence:
Mailing address: ________________________________________________________________
Number and Street
City or Town County State Zip Code
Permanent home telephone: (______) __________________ Area Code Number
Cellular telephone: (______) __________________ Area Code Number
E-mail address: __________________________ @ __________________________ Preferred name __________________________

CITIZENSHIP DATA
Citizen of the United States ❑ Yes ❑ No
Permanent Resident ❑ Yes ❑ No
Country of Citizenship: ____________________________________________________________
Student visa required ❑ Yes ❑ No
Indicate visa held currently: ________________________________________________________

OPTIONAL DATA
Religious preference: __________________________________________ Marital status: __________________________
First language, if other than English: __________________________________________ Language spoken at home: __________________________
Ethnic background (Please check only one.)
Are you Hispanic or Latino? ❑ Yes ❑ No
What is your racial background? (Please check one or more.)
❑ American Indian or Alaska Native ❑ Black or African-American
❑ Asian ❑ Native Hawaiian or Other Pacific Islander
❑ White

ENROLLMENT DATA (Check one in each category)
❑ Full-time ❑ Part-time
❑ Early Action (Priority Deadline 12/1) ❑ Rolling Admission (Preferred Deadline 2/1)
❑ Resident (live on campus) ❑ Commuter (live w/parent or guardian)
The William G. McGowan School of Business

[ ] Accounting  [ ] Human Resources Management  [ ] Management  [ ] Undeclared Business
[ ] Finance  [ ] International Business  [ ] Marketing

College of Arts and Sciences

Humanities and Social Sciences

[ ] Computers and Information Systems  [ ] French  [ ] Sociology
[ ] Criminal Justice  [ ] History  [ ] Spanish
[ ] Economics  [ ] Mass Communications  [ ] Theatre
[ ] English Literature  [ ] Philosophy  [ ] Theology
[ ] English - Professional Writing  [ ] Political Science
[ ] Environmental Studies  [ ] Psychology

Education

[ ] Preschool-Grade 4  [ ] Secondary Education, with a major in ____________________________
(Special Education Certification included)
[ ] Foreign Language Education (Grades K-12)  [ ] Special Education Certification (optional)
Area of Concentration  [ ] French  [ ] Spanish  [ ] Middle Level Education (Grades 4-8)
Area of Concentration  [ ] Math  [ ] Science  [ ] Special Education Certification (optional)

Engineering (King’s College Engineering Program)

[ ] Civil  [ ] Mechanical  [ ] Undeclared Engineering

3+2 Engineering Dual Degree Program with the University of Notre Dame

[ ] Chemistry  [ ] Computer Science  [ ] Environmental Science  [ ] Physics

Sciences

[ ] Biochemistry & Molecular Biology  [ ] Computer Science  [ ] Mathematics
[ ] Biology  [ ] Environmental Science  [ ] Neuroscience
[ ] Chemistry  [ ] General Science  [ ] Physics

Allied Health

[ ] Athletic Training  [ ] Clinical Laboratory Science/Medical Technology  [ ] Exercise Science  [ ] Physician Assistant (Five-year master’s degree)

If you are undecided about selecting any of the fields listed above, check:

[ ] Undeclared Liberal Arts  [ ] Undeclared Science  [ ] Undeclared

In addition to the major programs you indicated above, please mark any pre-professional programs and/or special concentrations in which you are interested.

Pre-Professional Programs

[ ] Pre-Chiropractic  [ ] Pre-Law  [ ] Pre-Optometry  [ ] Pre-Veterinary
[ ] Pre-Dentistry  [ ] Pre-Medical  [ ] Pre-Pharmacy

Special Concentrations

[ ] Chemistry of Materials  [ ] Geography  [ ] Political Economy
[ ] Ethics  [ ] Latin American Studies  [ ] Statistics
[ ] Forensic Studies  [ ] Molecular Biology  [ ] Women’s Studies
I am also interested in:  [ ] ROTC Army/Air Force (cooperative program with other colleges)

Please mark the top five factors that influenced your decision to apply to King’s College (in order of priority 1 through 5, number 1 being the most important.)

[ ] Academic Program  [ ] Catholic College  [ ] Near Home
[ ] Advice of Parents  [ ] Faculty Member, Name ____________________________  [ ] Offer of Scholarship or Financial Aid
[ ] Alumnus, Name ____________________________  [ ] Friend(s) who attend  [ ] Radio and/or TV Commercial
[ ] Athletics  [ ] High School Counselor Recommendation  [ ] Size of College
[ ] Athletic Coach, Name ____________________________  [ ] King’s Admission Rep., Name ____________________________  [ ] Viewbook/College Literature
[ ] Campus Visit or Tour  [ ] King’s College website  [ ] Other ____________________________

Do you plan to apply for financial aid?  [ ] Yes  [ ] No
Do you plan to file the Free Application for Federal Student Aid? (FAFSA)  [ ] Yes  [ ] No
Will you be applying for Tuition Exchange through an agreement between King’s College and another institution?  [ ] Yes  [ ] No
If “yes” name of institution ____________________________
EDUCATIONAL DATA
High school: ____________________________________________ Date of entry: __________________________
Address: ____________________________________________ ACT/CEEB code number: ______________________
City or Town State Zip Code
Date of graduation: __________________________ Guidance/College Counselor name: ______________________

TEST INFORMATION
At King's, we look at the entire person when considering students for admission. Academic achievement as well as participation and leadership in school and community organizations are evaluated. There are two methods of applying to King’s College. We require applicants to submit SAT and/or ACT scores (King’s College will accept SAT and/or ACT scores printed on your official high school transcript), or applicants may select Test Optional, upon which, SAT or ACT scores will not be utilized for admission decision (Note that Homeschooled applicants, and applicants for the Physician Assistant and Engineering programs must submit SAT and/or ACT scores).

Please check which requirement you will be submitting (only one):
❑ SAT (Dates taken, or to be taken) ___________________________ ACT (Dates taken, or to be taken) ___________________________

OR
❑ Test Optional - SAT or ACT scores will not be utilized for Admission decision.

OPTIONAL TEST INFORMATION
Advanced Placement (A.P.) and International Baccalaureate Higher (I.B.H.) Examination results will be considered for possible credit.

Advanced Placement (A.P.) (List subjects taken and score on exam) __________________________________________
Advanced college credit (College/University) __________________________________________________________
Dates of attendance ___________________________________ # of credits completed __________________________

EXTRACURRICULAR ACTIVITIES, PERSONAL INTERESTS, COMMUNITY SERVICE, LEADERSHIP, WORK EXPERIENCE
List your principal extracurricular and community involvements, personal activities and hobbies, and work experiences. Be sure to include specific events and/or major accomplishments. Be sure to indicate those which you plan to pursue in college with an asterisk (*). (Attach an extra sheet if needed.)

________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

If you work during the school year, how many work hours a week do you average? __________

ATHLETICS: If interested in any intercollegiate NCAA Division III athletic programs, be sure to indicate your intentions in the box indicated at the far right column. If interested strictly in intramural or recreational participation, you need not indicate collegiate participation in the right hand column.

Student athletes: Has our coaching staff been in contact with you? ❑ Yes ❑ No
FAMILY

Mother’s full name: ____________________________  Father’s full name: ____________________________

Is she living?  Yes  No  ____________________________  Is he living?  Yes  No  ____________________________

Home address if different from yours: ____________________________  Home address if different from yours: ____________________________

Street: __________________________________________  Street: __________________________________________

City: ____________________________ State: ______ Zip: ______  City: ____________________________ State: ______ Zip: ______

E-mail address: __________________________________________  E-mail address: __________________________________________

Occupation: __________________________________________  Occupation: __________________________________________

Name of business or organization: ____________________________  Name of business or organization: ____________________________

Street: __________________________________________  Street: __________________________________________

City: ____________________________ State: ______ Zip: ______  City: ____________________________ State: ______ Zip: ______

College: ____________________________  College: ____________________________

Degree received: ____________________________  Degree received: ____________________________

Please check if parents are  married  separated  divorced  other  ____________________________

If not with both parents, with whom do you make your permanent home?  ____________________________

Please give names and ages of your brothers and sisters. If they have attended college or currently attend list the names of the institutions.

______________________________________________________________________________________________________________________________________________________________

List any relatives who have attended King’s College. (Attach a separate sheet if necessary.)

Name __________________________________________  Relationship __________________________________________  Year of Graduation __________________________________________

PERSONAL STATEMENT (This section is not mandatory for submission)

1. Please comment on the aspects of your life which have led you to select your intended major and why you believe King’s College will meet your educational expectations.

2. Indicate a person who has had significant influence on you and describe that influence.

3. Discuss the value and importance of community service in our society and describe the service projects in which you have been involved.

You may also wish to provide Additional writing samples as well. If so, you may choose to submit an example of your previous work, such as a paper submitted for a class or a sample of creative writing (several poems, or a short story.)

REQUIRED INFORMATION

Have you ever been placed on probation, suspended or dismissed from high school or college?  Yes  No

Have you ever been convicted of a misdemeanor, felony or other crime?  Yes  No

If you have answered yes to any of the above questions, please explain on a separate piece of paper.

King’s College reserves the right to conduct background checks on individuals applying for admission to the college.

I certify the information I have provided in this application is honest, factually represented and is my own work. If I misrepresent, fail to disclose or falsely information requested by the Office of Admission, I understand and agree my offer of admission may be rescinded.

Signature __________________________________________  Date ____________________________

King’s College does not discriminate on the basis of race, color, national origin, sex, age, or handicap in its programs, activities, or employment practices, as required by Title VI, Title IX, and Section 504. Questions should be directed to the Equal Opportunities Officer, 133 North River Street, Wilkes-Barre, PA 18711, or by calling (570) 208-5925.

(570) 208-5858 • 1-888-KINGS PA (546-4772) • e-mail: admissions@kings.edu • www.kings.edu
STUDENT SECTION:
After filling in the information below, please give this form to your guidance/college counselor.

Social Security number: ______________________________________________________

Student’s name: ____________________________________________________________
  Last/Family _______ First _______ Middle (complete) _______ Jr. etc. _______

Address: _________________________________________________________________
  Street __________________ City or Town __________________ State ___________
  Zip Code ________________________________

Current year courses. Please indicate if your school has block scheduling.

First Semester: ___________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

Second Semester: _________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

SECONDARY SCHOOL GUIDANCE/COLLEGE COUNSELOR SECTION:
After completing the information below, use the back of this form to describe the applicant. The recommender may attach an additional page of comments OR a letter of recommendation written previously for the student.

H.S. graduation date: ________________________________

This candidate ranks _____ in a class of _____ students and has a cumulative grade point average of _____ on a _____ scale.

The rank covers a period from (mo./yr.) _______ to (mo./yr.) _______. If a precise rank is not available, please indicate rank to the nearest tenth from the top. The rank is weighted ___________ unweighted ___________.

Percentage of graduating class attending: Four-year: ___________ Two-year: ___________ institutions.

In comparison to other college preparatory students at our school, the applicants’ course selection is:

  ❑ most demanding  ❑ very demanding  ❑ demanding  ❑ average  ❑ less than demanding

Counselor’s name (please print or type): __________________________________________

Position: ____________________________ School: ____________________________

School address: ______________________ Date: __________________

Office phone: (_______) _____________ Office FAX: (_______) _____________

  area code number  area code number

High School CEEB/ACT Code: _______ _______ _______ _______ _______ _______

Please note: Attach applicant’s official transcript, including courses in progress. Include, if available, a school profile and transcript legend. (Please check transcript copies for legibility.)
Please share any information you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate's intellectual promise, motivation, relationship between ability and performance, integrity, initiative, leadership, special talents, and enthusiasm. We welcome information that will help us to better understand the talents of this student.

How long have you known the applicant?

___________________________________________________________________

Ratings (optional):
Compared to other students in his or her class, how do you rate this student in terms of:

<table>
<thead>
<tr>
<th>No Basis</th>
<th>Below Average</th>
<th>Average</th>
<th>Good (above average)</th>
<th>Very Good (well above average)</th>
<th>Excellent (top 10%)</th>
<th>One of the very best encountered in my career</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extracurricular Accomplishments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strength of Character</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential of Success in College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I recommend this student: □ With reservation □ Fairly strongly □ Strongly □ Enthusiastically

CONFIDENTIALITY STATEMENT:
King's College values your comments and asks that you complete this report in the knowledge that it may be retained in the student's file should the applicant matriculate at the college. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. We do not provide access to admission records to applicants, those students who are denied admission, or those students who decline our offer of admission. Again, your insights are important to us, and we thank you for your cooperation. King's College is committed to equal opportunity in the admission of students, the administration of its educational programs and activities, and for employees and applicants for employment without discrimination based on race, national or ethnic origin, religion, gender, marital status, sexual orientation, age or disability in accordance with applicable laws.