Application for Admission
Fall 2015

Deadline for priority consideration: April 3, 2015

For more information:
Phone: (206) 934-6783
Email: Jordan.Lee@SeattleColleges.edu
Application Instructions

Admission to the program is competitive. Meeting minimum requirements does not guarantee admission as the number of qualified applicants may exceed the number of available enrollment spaces. All documents must be submitted before an application will be reviewed.

APPLICATION CHECKLIST

☐ STEP 1 – Student Identification Number (SID)

**Note: skip step 1 if you have a SID issued by North Seattle College, Seattle Central College, or South Seattle College. If you already have an SID from any of these 3 campuses, indicate that number on the application form.

- **United States Citizens and Permanent Residents:** If you do not have an SID issued by 1 of the 3 colleges listed above, go to http://tinyurl.com/sscc-online-app and complete the college's web admissions process. Once the online application is submitted, you will receive a SID via email within 24 hours.

- **International Students:** All international students must apply to South Seattle College even if you have attended North Seattle College or Seattle Central College. To apply to the college, go to http://www.southseattle.edu/international/how-to-apply

☐ STEP 2 – Application Form

The application form enclosed in this packet must be filled out completely. Applications will not be accepted without a Student Identification Number.

**Note: the enclosed Application Form is for admission to the BAS program. This is required in addition to completing STEP 1.

☐ STEP 3 – Transcript Evaluation Request Form

The Transcript Evaluation Request Form enclosed in this packet must be filled out completely. Be sure to list the names of ALL colleges you have attended including South Seattle College if applicable.

☐ STEP 4 – Official Transcripts

In order to be considered for admission, South Seattle College must receive official transcripts from ALL colleges listed on the Transcript Evaluation Request Form.

**Note: unofficial transcripts including opened official transcripts will not be accepted. Official transcripts do not need to be ordered from North Seattle College, Seattle Central College, or South Seattle College.

☐ STEP 5 – Application Fee

A non-refundable Application Fee of $35.00, payable to “South Seattle College BAS Program” is required.

**Note: the Application Fee cannot be waived for any applicant. DO NOT SEND CASH.

---

South Seattle College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.
STEP 6 – Personal Statement
We want to get to know you! In 2-3 pages double-spaced, discuss:
- Your relevant work experience(s)
- Your personal and professional goals
- Any advanced certifications you already possess
- Unique attributes that you will bring to the program
- Personal or imposed challenges or hardships you have overcome in pursuing your educational or work goals
- Any special considerations that you believe will make you a good candidate for the program.

STEP 7 – Letters of Recommendation (2)
A minimum of 2 Letters of Recommendation must be from individuals who personally know your work (such as your current or past supervisor), that discuss your contributions to your workplace and how he/she believes you will benefit from completion of the BAS program. If you are applying for this program immediately after completing an associate degree program, the letters of recommendation may be from your instructors on college letterhead.

**Note: All letters of recommendation must include the recommender’s name and contact information. Applications will not be considered without a minimum of 2 recommendation letters.**

STEP 8 – Submit Application
All application materials must be addressed to:

Attn: BAS Programs Office (Jordan Lee)
South Seattle College
6000 16th Ave SW – TEC140
Seattle, Washington 98106-1499

**Note: In order to receive priority consideration for admission, applications must be submitted or post-marked by Friday, April 3, 2015.**

STEP 9 – Plan your Finances
The Washington State Board of Community and Technical Colleges regulates tuition rates for all colleges offering bachelor’s degrees. Average cost for in-state residents is $2,600.00 per quarter. Average cost for non-residents and international students is $6,200.00 per quarter.


Research and submit scholarship applications – Check with your current employer to inquire about possible tuition reimbursement programs or scholarships. Additionally, many external agencies offer teacher education scholarships. It is the applicant’s responsibility to ensure that they meet scholarship criteria and apply to these by the individual deadlines posted.

Download the Foundation Scholarship application packet online at [http://www.southseattle.edu/foundation/support.aspx](http://www.southseattle.edu/foundation/support.aspx).

**Note: Financial aid applications are typically due 4-6 months prior to your start date. Be sure to apply for fall quarter financial aid when you apply to the BAS program so you do not miss any important deadlines.**

*South Seattle College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.*
**BAS, HOSPITALITY MANAGEMENT APPLICATION FORM**

**SECTION 1 - PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address, including apartment #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day Phone</th>
<th>Cell Phone</th>
<th>Evening Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>Gender</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Previous Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Security Number (SSN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Note:** Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be required for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

<table>
<thead>
<tr>
<th>Student Identification Number (SID)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

If you do not already have an SID number, go to [http://tinyurl.com/sscc-online-app](http://tinyurl.com/sscc-online-app) and apply online. Once you finish the online application, you will be given an SID number.

**SECTION 2 - COLLEGE ENROLLMENT HISTORY, COURSE PLANS, WORK EXPERIENCE**

<table>
<thead>
<tr>
<th>Year and quarter you plan to start?</th>
<th>Are you the first generation in your family to attend college?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL QUARTER, 20</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College, vocational, or technical school attended</th>
<th>City and State</th>
<th>Years attended From: (YY) To:</th>
<th>Did you graduate?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes, year,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No, quarter year expected:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College, vocational, or technical school attended</th>
<th>City and State</th>
<th>Years attended From: (YY) To:</th>
<th>Did you graduate?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes, year,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No, quarter year expected:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College, vocational, or technical school attended</th>
<th>City and State</th>
<th>Years attended From: (YY) To:</th>
<th>Did you graduate?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes, year,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No, quarter year expected:</td>
</tr>
</tbody>
</table>

List any additional colleges and vocational/technical schools on a separate sheet of paper and attach. Please have official transcripts sent to SSCC as directed in the application checklist.

<table>
<thead>
<tr>
<th>Current degree(s) and/or certification(s) earned and work experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>List any additional degrees, certificates, or relevant work experience below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree / Certificate or Position</th>
<th>Granting institution or organization or Place of employment</th>
<th>Date degree or certificate received or Dates of employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

South Seattle College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.
SECTION 3 - RESIDENCY INFORMATION

Please read this notice before responding to the questions in this section:

Effective July 1, 2003, Washington State law changed the definition of "resident student." The law makes certain students, who are not permanent residents or citizens of the United States, eligible for resident student status - and eligible to pay resident tuition rates - when they attend public colleges and universities in the state. The law does not make these students eligible to receive need-based state or federal financial aid. To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the United States but have met one of the following conditions:

Condition One: (a.) Resided in Washington State for three years immediately prior to receiving a high school diploma, and (b.) Completed the full senior year at a Washington high school, and (c.) Continuously resided in the state since earning the high school diploma.

Condition Two: (a.) Completed the equivalent of a high school diploma, and (b.) Resided in Washington State for the three years immediately before receiving the equivalent of the diploma, and (c.) Continuously resided in the State since earning the equivalent of a high school diploma.

NOTE: If you meet one of the above conditions and would like to pay resident tuition rates, visit http://www.southseattle.edu/financialaid/residencystatus.aspx and download a copy of the 1079 residency form.

Residency Questions for Tuition Purposes:

1. Have you lived continuously in the State of Washington for the past 12 months? Yes ☐ No ☐
   If no, how long have you lived continuously in the state of Washington? months

2. Were you claimed for federal income tax purposes by your mother, father, or your legal guardian in the current calendar year? Yes ☐ No ☐
   In the past calendar year? Yes ☐ No ☐
   If YES, has your parent or legal guardian lived continuously in the Washington State for the past 12 months? Yes ☐ No ☐

3. Will a public or private non-federal agency/institution outside the state of Washington provide you with financial assistance to attend college? (answer yes only if your eligibility for this assistance is based on being a resident of that state) Yes ☐ No ☐

4. Are you active duty military stationed in Washington or an active member of the Washington National Guard? Yes ☐ No ☐
   Are you the spouse or dependent of either (a) an active duty military person stationed in Washington, or (b) an active member of the Washington National Guard? Yes ☐ No ☐
   Yes (Copy of orders to Washington & Military ID required) ☐
   No ☐

SECTION 4 - RACE AND CITIZENSHIP INFORMATION

Providing this information is voluntary

1. Which race do you consider yourself to be? Check all that apply:
   - African American (872)
   - American Indian (597)
   - Chinese (605)
   - Japanese (611)
   - White (800)
   - Other Asian (621)
   - Alaska Native (115)
   - Native Hawaiian (653)
   - Filipino (608)
   - Vietnamese (619)
   - Other Pacific Islander (681)
   - Other Race (specify):

2. Are you of Spanish/Hispanic/Latino ethnicity? Yes ☐ No ☐
   Yes, Mexican, Mexican American, Chicano (722)
   Yes, Puerto Rican (727)
   Yes, Cuban (709)
   Yes, other Spanish, Hispanic, or Latino (Please specify):

3. Are you a U.S. citizen? Yes ☐ No ☐
   If not U.S. citizen, what is your country of citizenship?
   If not a U.S. citizen, what is your visa status? (SUBMIT A COPY OF YOUR DOCUMENTATION WITH APPLICATION)
   - International student (with F or M visa)
   - Visitor
   - Temporary Resident. Alien Number:
   - Immigrant/Permanent Resident. Alien Number:
   - Refugee/Parolee or Conditional Entrant. Alien Number:
   - Other - Explain:

SECTION 5 - OTHER

Check all that apply

1. How did you hear about the Bachelor of Applied Science in Hospitality Management program at South Seattle Community College?
   - Family / Friend
   - Radio / TV
   - College Schedule
   - Mobile Advertisement
   - College Advisor
   - Instructor
   - Other:

I certify to the best of my knowledge that all statements on this form are true.

Signature: ____________________________ Date: ____________________________

South Seattle Community College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.
INCOMING ACADEMIC TRANSCRIPT EVALUATION REQUEST

Transcript evaluations will be completed approximately 3 weeks from the date this form is received.

SECTION A – PROGRAM OF STUDY

If you are undecided about your program of study, please schedule an appointment for advising prior to submitting this request. You may call (206) 934-5387 to make an appointment.

☐ Associate of Arts (AA)    ☐ Associate of Science (AS)

☐ Professional/Technical Associate of Applied Science (AAS)
   *Indicate specific program; DO NOT LEAVE BLANK

☐ Professional/Technical Associate of Applied Science – Transfer (AAS-T)
   *Indicate specific program; DO NOT LEAVE BLANK

☐ Professional/Technical Certificate
   *Indicate specific program; DO NOT LEAVE BLANK

☒ Bachelor of Applied Science (BAS)
   *Indicate specific program; DO NOT LEAVE BLANK

Hospitality Management

SECTION B – STUDENT INFORMATION

Name: ____________________________  Date: ____________

Previous Name (if applicable): _______________  Student ID Number: ____________

Email Address: ____________________________  Telephone Number: ____________

Mailing Address:  
   Number and Street  
   Apt #  
   City  State  Zip

SECTION C – EVALUATION REQUEST

This evaluation request is for the following schools:

1) ____________________________
2) ____________________________
3) ____________________________
4) ____________________________

Are these transcripts already on file at SSCC?  ☐ Yes  ☐ No

If no, date ordered: ____________

Are you or have you ever been a student at SSCC?  ☐ Yes  ☐ No

If yes, year first attended: ____________

South Seattle College does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.