

# 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.
- Complete the required personal statement and include it with your application.
- 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.
- Decide whether you will submit standardized test scores or a graded paper. A graded paper from either junior or senior year is required if you are not submitting standardized test scores. The graded paper must be the original paper with teacher comments and grade sent from your guidance counselor with the official school seal.
- Inquire from your guidance counselor about office specific procedures they use in the application process. Many will ask you to submit the application, fee and essay 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 certain requirements and will process the application with available information.

## PARENTS: (Required Financial Aid Application)

- Please complete the enclosed King's College financial aid application. The preferred filing date for this form is February 15, 2011.
- Please complete the Free Application for Federal Student Aid (FAFSA) after January 1, 2011. The preferred filing date for this form is February 15, 2011. The FAFSA will be available in both the high school guidance office and the college financial aid office in December 2010.
- 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.)
- Please report your social security number **accurately** on both the application for admission, financial aid application, and the FAFSA. **Copy it directly from your Social Security card.**

# KING'S COLLEGE

## 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

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### 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: (\_\_\_\_\_) \_\_\_\_\_ Cellular telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Number Area Code Number

E-mail address: \_\_\_\_\_@\_\_\_\_\_ Preferred name \_\_\_\_\_

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### 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 \_\_\_\_\_

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### 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

Asian

Black or African-American

Native Hawaiian or Other Pacific Islander

White

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### ENROLLMENT DATA

Full-time

Part-time

Date of Entry:

First-year

Fall 20 \_\_\_\_\_

Spring 20 \_\_\_\_\_

Resident (live on campus)

Commuter (live w/parent or guardian)

MAJORS: Mark the first major you wish to pursue at King's as "1." If interested in a second major please indicate as "2."

### The William G. McGowan School of Business

- Accounting
- Business Administration
- Finance
- Human Resources Management
- International Business
- Marketing

### College of Arts and Sciences

#### Humanities and Social Sciences

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

#### Education

- Preschool-Grade 4
- Secondary Certification, with a major in \_\_\_\_\_.
- Special Education

#### Sciences

- Biology
- Chemistry
- Computer Science
- Environmental Science
- General Science
- Mathematics
- Neuroscience

#### Allied Health

- Athletic Training Education Program
- Clinical Laboratory Science / Medical Technology
- Physician Assistant (Five-year master's degree)

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

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-Dentistry
- Pre-Law
- Pre-Medical
- Pre-Optometry
- Pre-Pharmacy
- Pre-Veterinary

#### Special Concentrations

- Chemistry of Materials
- Ethics
- Forensic Studies
- Geography
- Latin American Studies
- Molecular Biology
- Physics
- Political Economy
- Statistics
- 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. We require applicants to submit SAT and/or ACT scores; or a graded paper from your junior or senior year. King's College will accept SAT and/or ACT scores printed on your high school transcript.

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

Graded paper - A graded paper from either junior or senior year is required. The graded paper must be the original paper with teacher comments and grade sent from your guidance counselor with the official school seal.

**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.)

Activity	Grade level				Positions held, honors earned	Do you plan to participate in college?
	9	10	11	12		

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.

Athletic Program	Grade level				Positions held, honors or letters earned	Do you plan to participate in college?
	9	10	11	12		

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** (Choose one and provide on a separate sheet a minimum of a 250 word personal statement.)

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 wish to provide **ADDITIONAL** writing samples. 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 falsify 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

You may complete this form on the web at [www.kings.edu](http://www.kings.edu)

# KING'S COLLEGE

## 2011-2012 Financial Aid Application

(4 pages)

Office of Financial Aid  
133 North River Street, Wilkes-Barre, PA 18711  
(570) 208-5868 • 1-800-955-5777  
e-mail: [finaid@kings.edu](mailto:finaid@kings.edu)

**IMPORTANT:** The priority deadline for filing this application and the FAFSA is February 15, 2011. Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1, 2011 but no later than February 15, 2011.

If you have any questions regarding the application procedure, you can contact the Financial Aid Office at 1-800-955-5777. This form is to be completed and forwarded to the King's College Financial Aid Office by February 15, 2011.

If you fail to complete this form and the FAFSA, the Financial Aid Office will be unable to determine your eligibility for financial assistance.

Complete all items listed below and on the reverse side. Do not leave items blank. Where a dollar amount is requested and your response is "none," enter "NONE" or zeros. This form must be properly signed and completed in ink or typewritten.

Student's name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number and Street

\_\_\_\_\_ City State Zip Code

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security number \_\_\_\_\_

Date of birth \_\_\_\_\_ Student's Marital Status:  Never married  Married  Separated  
 Widowed  Divorced  
(Copy directly from your card.)

Have you ever been enrolled in another post-secondary institution?  Yes  No

Check one:  U.S. Citizen  
 Permanent resident and other eligible non-citizens must provide Alien Registration Number A \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

Application status:  
Term and year  Fall 2011 or  Spring 2012  
 First Year or  Transfer

Financial Aid Application

**Parental Data (Custodial Parent or If Married, Spouse)**

Father/Stepfather or Spouse\*

Mother/Stepmother or Spouse\*

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

E-mail address \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Employer's name \_\_\_\_\_

Employer's name \_\_\_\_\_

Business phone \_\_\_\_\_

Business phone \_\_\_\_\_

If self-employed, what type of business? \_\_\_\_\_

If self-employed, what type of business? \_\_\_\_\_

\*Independent students, please provide spousal data if married.

List parents' or applicants' dependents including all children and other dependents you or your parents will support between July 1, 2011 - June 30, 2012. (Do not include parents enrolled in college.)

Name	Age	School/College Attending in 2011-2012	Full/ Part-time

**Divorced/Separated Parental Information (To be completed by custodial parent)**

Name of parent not completing this form  
(noncustodial parent)

Date of divorce or separation \_\_\_\_\_

Address \_\_\_\_\_

Who claims student on tax form? \_\_\_\_\_

Employer \_\_\_\_\_

Total child support received from noncustodial parent  
for all children in 2010?

\$ \_\_\_\_\_

Occupation \_\_\_\_\_

Does noncustodial parent provide a contribution  
toward the student's education? \_\_\_\_\_

Age \_\_\_\_\_

If yes, how much per year? \$ \_\_\_\_\_

## Student Information Section

Indicate housing status for 2011-2012

What is your anticipated date of graduation from college?

Residence hall \_\_\_\_\_ Off-campus \_\_\_\_\_

Commuter \_\_\_\_\_

Indicate anticipated number of academic credits to be attempted for each term listed below (12 - 15 credits = full time, 9 - 11 = 3/4 time, 6 - 8 = 1/2 time):

List off-campus address

2011 Fall term \_\_\_\_\_

2012 Spring term \_\_\_\_\_

Off-campus telephone number

2012 Summer term(s) \_\_\_\_\_

## Additional Sources of Financial Assistance

Please list any additional sources of financial assistance for which you have applied or will apply.

Source	Estimated Amount
Miscellaneous scholarships _____	\$ _____
_____	\$ _____
_____	\$ _____
Office of Vocational Rehabilitation _____	\$ _____
Employer benefits _____	\$ _____
Other sources _____	\$ _____

Are you entitled to receive Post 9/11 G.I. Bill (Chapter 33) Benefits?  Yes  No

For information on Veterans Benefits eligibility and/or application procedures, check [www.gibill.va.gov](http://www.gibill.va.gov)

When you were age 13 or older, were both of your parents deceased, were you in foster care or were you a dependent/ward of the court?  Yes  No

As of today, are you an emancipated minor as determined by a court in your state of legal residence?  Yes  No

As of today, are you in legal guardianship as determined by a court in your state of legal residence?  Yes  No

At anytime on or after July 1, 2010, were you determined to be homeless or at risk of being homeless?  Yes  No

If you answered yes to any of the questions above, please provide documentation to support that answer to the King's College Financial Aid Office.

Do you want to be considered for Federal Work-Study?  Yes  No

Indicate name(s) and expected graduation date(s) of other siblings who will attend King's College in 2011-2012:

Is your parent a full-time employee of King's College?  Yes  No (Note: if Yes, you must still file the FAFSA.)

If yes, print parent's name, department employed in and month/year employment began:

If parent is a King's employee, he/she must complete a Tuition Remission Form available from Human Resources.

Will you be applying for Tuition Exchange through an agreement between King's College and another institution?

Yes  No If "yes" name of institution \_\_\_\_\_

In 2009 or 2010, did you, your parents or anyone in your parents household (or if independent, your household) receive benefits from any of the federal benefits programs listed below:

Supplemental Security Income  Food Stamps  Free or Reduced Price Lunch  TANF  WIC

## SPECIAL CIRCUMSTANCES

Use this space to explain any unusual circumstances that should be considered by the Financial Aid Office. Use an additional sheet if necessary. Include such things as loss of job, reduced income, etc.

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### Certification Statement

I/we certify that the information supplied on this form is accurate and complete to the best of my/our knowledge. I/we agree to provide additional documentation if requested. I/we are aware that the presentation of inaccurate information will result in outright denial of aid by the College; and where state or federal funds are involved, is a violation of the law and can result in my indictment under the state or U.S. Criminal Codes.

\_\_\_\_\_  
Student Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Spouse

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Father

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.

# KING'S COLLEGE

Office of Admission  
133 North River Street, Wilkes-Barre, PA 18711  
(570) 208-5858  
1-888-KINGS PA • FAX (570) 208-5971

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## 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:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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## 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 \_\_\_\_\_ to \_\_\_\_\_. If a precise rank is not available, please  
(mo./yr.) (mo./yr.)  
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): \_\_\_\_\_

(signature)

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:

	No Basis	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	One of the very best encountered in my career
Classroom Performance							
Extracurricular Accomplishments							
Strength of Character							
Potential of Success in College							

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.