

CAU

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CLARK ATLANTA UNIVERSITY



## GUIDELINES & INSTRUCTIONS

### GENERAL INFORMATION

Students seeking admission to Clark Atlanta University must submit an application for admission to the University. A non-refundable fee of \$35 made payable to Clark Atlanta University must accompany this application (cashier check or money order only).

This application should be completed by typing or printing in black ink. Use only your correct legal name at the time of application to the University (no nicknames please). If your name or address changes prior to the time of registration, please notify the Office of Admissions.

Fall application priority deadline is March 1.  
Spring application priority deadline is October 1.

**IMPORTANT:** The application must be returned fully completed and signed by the applicant.

### FIRST-YEAR STUDENTS

Before final action on this application can be completed, the Office of Admissions must receive the following:

- Completed and signed application
- Recommendation form from your counselor
- Recommendation form from a teacher
- Official high school transcript(s) sent by each school attended
- Official SAT or ACT score reports
- Essay
- Non-refundable \$35 application fee (or fee waiver request form completed by counselor prior to March 1)

### TRANSFER STUDENTS

Students who have earned twelve (12) semester hours or eighteen (18) quarter hours at another college or university must apply as a transfer applicant. In order for the admission application to be complete, the following must accompany the application:

- One official transcript from all colleges or universities attended sent directly to the Office of Admissions from the institution's Office of the Registrar
- The Dean's Certification Form
- A catalog of each previously attended college or university
- Non-refundable \$35 application fee (cashier check or money order)

### INTERNATIONAL STUDENTS

The Test of English as a Foreign Language (TOEFL) is required if English is not the applicant's native language. International applicants must attain a minimum of 500 on the paper exam and 173 on the computerized exam. A waiver of the TOEFL requirement will be granted if the applicant has earned a diploma from an institution whose curriculum is taught in English. Before final action on an international student application can be completed, the Office of Admissions must receive the following:

- Neatly completed and signed application
- Recommendation form from your counselor
- Recommendation form from a teacher
- Official high school transcript(s) from each school attended
- Official SAT or ACT score reports
- Essay
- Non-refundable \$35 application fee
- Official TOEFL score (international students only)

### FINANCIAL AID

Financial aid is available through a combination of federal and university grants, scholarships, federal work study and various federal student loan programs. Each applicant applying for a grant, loan, or scholarship is required to submit the Free Application for Federal Student Aid (FAFSA).

Apply online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### CHECKLIST

Before beginning the application, first review it carefully to determine the information you need to complete the forms.

#### DON'T FORGET TO:

- Completely fill out and sign the application form.
- Complete the top portion of both the counselor and teacher recommendation forms. Sign each form if you wish to waive your right to access these recommendations.
- Include your essay with the application form.
- Include your \$35 application fee or fee waiver form (\$55 for international students).
- Request official SAT, ACT, or TOEFL score reports.
- Submit Application and Supporting documents as one package.

### MAILING INSTRUCTIONS

Please complete all portions of the application and return to:

#### CLARK ATLANTA UNIVERSITY

Office of Admissions  
223 James P. Brawley Drive, S.W.  
Atlanta, GA 30314-4389

#### IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

1-800-688-3228 (toll free)  
404-880-6605  
[www.cau.edu](http://www.cau.edu)



UNDERGRADUATE APPLICATION FORM

ADMISSION STATUS

Please consider my application for  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_

I am applying for the following admission status (please check one):

- Freshman  Transfer  Transient  Non-Traditional  Early Admissions
 Non-Degree  Joint Enrollment (for Atlanta and Decatur School System students)  Readmission

I plan to enroll:  Full Time  Part Time  Yes, I am interested in campus housing

I plan to apply for Financial Aid:  Yes (complete FAFSA at www.fafsa.ed.gov and use CAU Federal School Code number 001559.)  No

PERSONAL INFORMATION

Social Security Number \_\_\_\_\_

Legal Name \_\_\_\_\_
Last First Middle

Home Address/P.O. Box \_\_\_\_\_
Number and Street

City/Town State County Zip Code Country

Mailing Address (if different from home address) \_\_\_\_\_
Number and Street

City/Town State County Zip Code Country

Home Telephone \_\_\_\_\_ / \_\_\_\_\_ E-mail address (if available) \_\_\_\_\_

Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female Marital Status \_\_\_\_\_
Month Date Year

Religious Preference \_\_\_\_\_

Citizenship:  U.S.  Immigrant, permanent resident

International (country of citizenship and country of birth) / \_\_\_\_\_

Non-resident alien (country of citizenship) \_\_\_\_\_ (Attach copy of I-551 or I-151)

Type of Visa requested? \_\_\_\_\_ Currently held?  Yes  No If yes, list alien number \_\_\_\_\_

Have you ever been suspended for academic deficiencies from an educational institution or from a particular program of study?  Yes  No
(If you answered Yes, please explain on a separate sheet of paper the nature of these circumstances?)

Have you ever been arrested or convicted of any offense other than a minor traffic violation?  Yes  No (If you answered Yes, please explain on a
separate sheet of paper the nature of the conviction.) \_\_\_\_\_

ETHNIC ORIGIN (Optional)

Describe yourself by checking one:

- African-American, Black  Hispanic of Any Race  Race or Ethnicity Unknown
 Asian  White  Two or More Races
 American Indian or Alaska Native  Native Hawaiian or other Pacific Islander

## UNDERGRADUATE APPLICATION FORM

### FAMILY INFORMATION

I live with my:  Father  Mother  Stepfather  Stepmother  Grandfather  Grandmother  Husband  Wife  Legal Guardian  Other

Name \_\_\_\_\_  
*First* *Middle* *Last*

Address \_\_\_\_\_  
*Number & Street* *Box* *Apt. #* *City* *State* *Zip*

Father  Stepfather  Guardian  Husband: Work Number \_\_\_\_\_ / \_\_\_\_\_ Home Number \_\_\_\_\_ / \_\_\_\_\_  
 Mother  Stepmother  Guardian  Wife: Work Number \_\_\_\_\_ / \_\_\_\_\_ Home Number \_\_\_\_\_ / \_\_\_\_\_

Have either of your parents graduated from a college or university?  Yes  No

Do you have an immediate family member who has graduated from Clark Atlanta University (or formerly Clark College or Atlanta University)?  Yes  No  
 (If Yes, list name and relationship to you): \_\_\_\_\_

### EDUCATION

Please list the high schools and colleges you have attended. (Have all transcripts from each institution attended sent directly to the Clark Atlanta University Office of Admissions.)

Name of Institution	Inst. Code/CEEB Code	Address	Dates Attended
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____
_____	_____	_____	_____ to _____

Date of high school graduation \_\_\_\_\_ Type of high school  Public  Private  Parochial

### HONORS AND ACTIVITIES

Please list your extracurricular, athletic and scholastic distinctions or honors received in grades 9 – 12. Use additional pages if necessary.

Activity/Honor	Grade Level	9	10	11	12	Offices held, major accomplishments, etc.
_____						
_____						
_____						

### ESSAY

The essay section of this application offers you a chance to demonstrate your ability to organize thoughts and express yourself. With this objective in mind, choose one of the following questions as an essay topic. Please type or print legibly in ink. Suggested length: 500 words.

Who has had the greatest impact on your life?  How do you believe Clark Atlanta University will prepare you for future leadership?

### MAJORS

List your proposed areas of academic interest/possible major: \_\_\_\_\_

<b>UNDERGRADUATE PROGRAMS</b>	Criminal Justice	Mathematics	Spanish	<b>SCHOOL OF EDUCATION</b>
<b>SCHOOL OF ARTS AND SCIENCES</b>	Dual-Degree Engineering	Music	Speech Communication	Early Childhood Education
Art	English	Philosophy	Theater Arts	Educational Studies
Biological Sciences	Fashion Design/ Merchandising	Physics		
Chemistry	French	Political Science	<b>SCHOOL OF BUSINESS</b>	<b>SCHOOL OF SOCIAL WORK</b>
Computer Information Systems	History	Psychology	Accounting	Social Work
Computer Science	Mass Media Arts	Religion	Business Administration	
		Sociology	Economics	

Please rank your top three choices of other schools you are applying to: 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 3. \_\_\_\_\_

### SIGNATURE

My signature indicates that all information contained in my application is complete, factually correct, and honestly presented. I hereby request admission to Clark Atlanta University on the terms listed above. Failure to fully disclose or misrepresent requested information will result in disciplinary action up to and including expulsion from Clark Atlanta University.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_



**COUNSELOR RECOMMENDATION FORM**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
*Number and Street City/Town State Zip Code*

The Family Educational Rights and Privacy Act of 1974 entitles students to have access to their letters of recommendation in their permanent file at Clark Atlanta University. The student may waive the right of access, in which the recommendation will be considered confidential and will not be available to the student. If you wish to waive your right to access this recommendation, please sign below.

\_\_\_\_\_  
**Signature of applicant** **Date**

**TO BE COMPLETED BY COUNSELOR**

Name and Position/Title \_\_\_\_\_

School Phone / E-mail address \_\_\_\_\_

School Address \_\_\_\_\_  
*Number and Street City/Town State Zip Code*

Years you have known student \_\_\_\_\_ In what capacity? \_\_\_\_\_

This student 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 indicate rank to the nearest tenth from the top.

The rank is  Weighted  Unweighted. Of the student's graduating class \_\_\_\_\_% plan to attend a four-year college.

Please rank the student in the categories listed below using the following: O – Outstanding; G – Good; A – Average; P – Poor; N – No basis for judgment.

- |                                    |                                   |                       |
|------------------------------------|-----------------------------------|-----------------------|
| _____ Written communication skills | _____ Ability to work with others | _____ Maturity        |
| _____ Verbal communication skills  | _____ Intellectual ability        | _____ Self discipline |
| _____ Organizational skills        | _____ Analytical ability          | _____ Initiative      |
| _____ Judgment                     | _____ Leadership                  | _____ Integrity       |

(Optional) I recommend this student:  Strongly  Recommend  Recommend with reservations

Thank you for completing this evaluation. Please include an official transcript, a list of courses in progress, and a school profile. Attach any additional comments you would like to make about the student.

\_\_\_\_\_  
**Signature of counselor** **Date**



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TEACHER RECOMMENDATION FORM

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City/Town State Zip Code

The Family Educational Rights and Privacy Act of 1974 entitles students to have access to their letters of recommendation in their permanent file at Clark Atlanta University. The student may waive the right of access, in which the recommendation will be considered confidential and will not be available to the student. If you wish to waive your right to access this recommendation, please sign below.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY TEACHER

Name \_\_\_\_\_ Subject you teach \_\_\_\_\_

School Phone / E-mail address \_\_\_\_\_

School Address \_\_\_\_\_  
Number and Street City/Town State Zip Code

Years you have known student \_\_\_\_\_ Three words that best describe the student \_\_\_\_\_

Please rank the student in the categories listed below using the following: O – Outstanding; G – Good; A – Average; P – Poor; N –No basis for judgment.

- Written communication skills Ability to work with others Maturity
Verbal communication skills Intellectual ability Self discipline
Organizational skills Analytical ability Initiative
Judgment Leadership Integrity

(Optional) I recommend this student: [ ] Strongly [ ] Recommend [ ] Recommend with reservations

Thank you for completing this evaluation. Attach any additional comments you would like to make about the student.

Signature of teacher \_\_\_\_\_ Date \_\_\_\_\_



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