APPLICATION INSTRUCTIONS

When considering candidates for admission, the Endicott Admission Review Committee looks at the entire individual. In addition to reviewing the application and student essay, the Committee concentrates on the student's academic record, personal recommendation(s), extra-curricular activities, and test scores. Additional consideration for admission is given to applicants who possess unusual strengths or accomplishments.

Endicott demonstrates a commitment to enrolling students from a wide geographic range as well as from all ethnic and racial heritages. We welcome applications without regard to race, religion, color, disability, national or ethnic origin, age, sex, marital status, pregnancy, sexual orientation, political belief, or prior military status.

![Application Deadlines](attachment:attachment)

**Procedures**

All applications should be printed or typed and signed and dated. **All completed applications should be accompanied by a non-refundable application fee of $40, payable to Endicott College.**

Students who submit their application online using the Endicott College website ([www.endicott.edu/admission](http://www.endicott.edu/admission)) may either:
- print, sign, and mail the Application Signature Page accompanied by the fee, or
- submit an electronic signature page and fee using a major credit card.

Arrange to have the following information sent along with your application or under separate cover:
- A response to either essay question located on the back portion of our Application for Admission,
- An official transcript of your high school or secondary school record including senior year first quarter/marking period grades,
- One letter of recommendation from your guidance counselor and/or teacher,
- SAT or ACT scores.

**Transfer students** should send the materials listed above, official transcripts from all colleges attended, and an Endicott Transfer Recommendation Form ([available at www.endicott.edu/admission](http://www.endicott.edu/admission)).

**International students** should submit the materials listed above, as well as official results of Test of English as a Foreign Language (TOEFL or IELTS), and a declaration of finances indicating the applicant’s or a sponsor’s ability to pay the costs required to attend college in the United States. This information is required by the United States government and will be held in the strictest confidence. **SAT or ACT scores are recommended, but not required.**

**Art Portfolios**

Students planning to major in Art and Design programs are required to submit a portfolio of their artwork for review by the School of Visual and Performing Arts. The portfolio evaluation will augment the Admission Application. The portfolio should include the following:
- 20 samples of your artwork as JPEGs on a CD (do not send originals). Examples in various media are encouraged, such as drawing, ceramics, photography, drafting, or graphics; rather than a concentration of images in one medium or discipline.
- One application-specific portfolio assignment. Choose one of the following:
  - The Center of the Universe, in any medium, or
  - Self-portrait, in any medium.

*Please do not call the College for guidance regarding this application-specific assignment, as it will be used to assess your creative thinking and problem-solving abilities.*

- Checklist description of artwork including medium, title, size, date, and software, if applicable.
- One-page statement that includes, in the following order:
  - Which degree, major, and concentration you are applying for,
  - Why you want to study Art and Design at Endicott College,
  - What led to your interest in visual and creative media.
  - This statement is in addition to, not in place of, the Admission Application essay.
- CD and materials will not be returned.

**Send materials by January 15 to: Portfolio Review, School of Visual and Performing Arts, Endicott College, 376 Hale Street, Beverly, MA 01915**

Upon receipt of the portfolio, the Dean, Department Chair, and appropriate faculty will review the work. The evaluation will then be sent to the Admission Office as a supplemental assessment tool.
APPLICATION CHECKLIST

Please type or print all information and submit the following materials:

❖ A completed Endicott College Application for Admission accompanied by a $40 non-refundable application fee payable to Endicott College.

   Please remember to sign the application and have your parent or guardian also sign if you are under 18 years of age. If you have submitted an online application (available at www.endicott.edu) you must print, sign, and mail the Application Signature Page along with your application fee or you may submit an electronic signature page and fee.

❖ Email address. Please provide an email address we may use to correspond with you throughout the year. Please note that we will use the address to provide you with important information.

❖ Indicate the intended program of study on the back portion of the Application for Admission by checking only one box. (If you wish to change your program of study after admission, you must request the change in writing from the Vice President of Admission.)

Arrange to have the following information sent along with your application or under separate cover:

❖ A response to either essay question located on the back portion of our Application for Admission.

❖ An official transcript of your high school or secondary school record including senior year first quarter/marking period grades.

   We ask that you have your guidance counselor or principal forward this information directly to our Admission Office. Applicants who have not graduated from high school must submit a GED certificate issued by their state Department of Education.

   Internationally educated applicants whose educational documents are in a foreign language are required to have their credentials translated into English by an official from the secondary school. Endicott reserves the right to require that internationally educated applicants have their credentials evaluated by an approved external agency. This agency will certify the validity of the documents and determine if and how the potential transfer credits apply within the United States educational system.

❖ One letter of recommendation from your guidance counselor and/or teacher. (Transfer students may submit a letter of recommendation from an instructor or other academic source.)

❖ Scholastic Assessment Test (SAT) or American College Test (ACT) scores.

   The College requests that test scores be sent directly from ETS (code 3369) or ACT (code 1824). **There may be a delay in recording test scores if you choose not to provide your social security number to the testing service. Please notify our office so that we can verify your scores manually.

❖ Transfer Students: Official college transcripts from all colleges attended and an Endicott Transfer Recommendation Form (available at www.endicott.edu/admission).

❖ International Students: TOEFL or IELTS scores and a declaration of finances indicating the applicant’s or a sponsor’s ability to pay the costs required to attend college in the United States. SAT or ACT scores are recommended, but not required.

❖ Art Majors: Students applying to the Creative Arts Therapy, Studio Art, Graphic Design, Photography, or Interior Design are required to submit portfolios of their artwork by January 15 for review by the School of Visual and Performing Arts. Please follow the procedures noted in the Art Portfolios section of the previous page.

Please Note: Once the Office of Admission has received your completed application, signature page (for online applications) and application fee, you will receive a letter in the mail notifying you that we have received these documents. In the letter, you will also receive a USERNAME, PASSWORD, and instructions for checking our website to ensure our office has received all your required materials. It may take up to two weeks to receive and post some materials; therefore, you should check the website periodically for updates. After the suggested two weeks, if you find a discrepancy, please notify the Office of Admission. Admission decisions will not be posted on the website – you will be notified by mail once a decision has been made.

Applications will not be considered by the Admission Review Committee until ALL of the materials listed above have been received in the Office of Admission. Once the application is complete, we traditionally notify candidates by mail of an admission decision within seven to ten weeks.

Please send all application materials to:
Office of Admission
Endicott College
376 Hale Street
Beverly, MA 01915
ENDICOTT COLLEGE  
376 Hale Street, Beverly, MA 01915 • (978) 921-1000 • Fax (978) 232-2520

APPLICATION FOR ADMISSION

PLEASE refer to APPLICATION INSTRUCTIONS and APPLICATION CHECKLIST

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<thead>
<tr>
<th>FULL NAME</th>
<th>Last/Family Name</th>
<th>First (Legal)</th>
<th>Middle</th>
<th>Maiden Name</th>
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<td>EMAIL ADDRESS</td>
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<td>CELL</td>
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<tr>
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<td>Month</td>
<td>Day</td>
<td>Year</td>
<td>PLACE OF BIRTH</td>
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<td>Note – If different from above, please give your mailing address for all admission correspondence.</td>
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<td>Entrance Date</td>
<td>Housing</td>
<td>Gender</td>
<td>Citizenship</td>
<td>Race and Ethnicity – Optional Information (*)</td>
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<td>Fall</td>
<td>Resident</td>
<td>Female</td>
<td>U.S. Citizen</td>
<td>Are you Hispanic or Latino? (choose only one)</td>
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<td>Commuter</td>
<td>Male</td>
<td>Permanent Resident</td>
<td>Yes, Hispanic or Latino</td>
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<td>International Citizen of:</td>
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<td>First Year</td>
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<td>American Indian/Alaska Native</td>
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<td>Black or African American</td>
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<td>Native Hawaiian/other Pacific Islander</td>
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<td>(*) These questions are being asked to furnish statistics, as required by the Department of Education.</td>
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PARENT/GUARDIAN

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<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Address</th>
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<td>Email</td>
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PERSON(S) RESPONSIBLE for PAYMENT:

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<tr>
<th>NAME</th>
<th>RELATIONSHIP to STUDENT</th>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE or COUNTRY</th>
<th>ZIP or POSTAL CODE</th>
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<td>WORK</td>
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<td>FAX</td>
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</table>

HIGH SCHOOL/COLLEGE INFORMATION

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<thead>
<tr>
<th>High School Name</th>
<th>Date of Graduation</th>
<th>Address</th>
<th>HS CEEB#</th>
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<tr>
<td>City</td>
<td>State or Country</td>
<td>Name of Guidance Counselor</td>
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<tr>
<td>Zip or Postal Code</td>
<td>H.S. Telephone</td>
<td>G. C. Telephone</td>
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</tbody>
</table>

Transfer Students Only: |
| College Attended | From | To |
| College Attended | From | To |
| College Attended | From | To |
### PROGRAMS OF STUDY: By choosing only one square, please indicate your intended academic program of study.

- Accounting
- Athletic Training
- Biology/Biotechnology
- Business Administration
- Business Administration: Entrepreneurial Studies
- Business Administration: Finance
- Business Administration: International Business
- Business Administration: Management
- Business Administration: Marketing

- Communication: Advertising
- Communication: Contemporary Journalism
- Communication: Digital Film Making
- Communication: Media Studies
- Computer Science
- Computer Science: Interactive Computing Technologies
- Criminal Justice
- Education: Liberal Studies Teacher License/Early Childhood Education
- Education: Liberal Studies Teacher License/Elementary Education
- English: Creative Writing
- English: Literary Studies
- Environmental Science
- Fine Arts: Creative Arts Therapy
- Fine Arts: Studio Art
- History
- Hospitality Management: Events Management
- Hospitality Management: Senior Community Management
- Hospitality Management: Spa and Resort Management
- Human Services
- Interior Design
- Interior Design: Sustainable Design
- International Studies
- Liberal Studies
- Nursing
- Physical Education: Teacher Licensure (PreK – 12)
- Psychology
- Psychology: Criminal Justice
- Psychology: Human Services
- Sport Management
- Visual Communications: Graphic Design
- Visual Communications: Photography

### How did you “discover” Endicott?

- EC Admission Staff at my high school
- Alumna/us
- Coach
- Current Endicott Student

Are any of your relatives Endicott:  
- graduates
- current student(s)
- employee(s)?

If so, give name(s), relationship, and graduation dates:

### ACTIVITIES (in High School)

Please check all activities in which you have participated in high school or in college for transfer students:

- Band
- Chorus
- Community Service
- National Honor Society
- Drama Club
- SADD
- School Newspaper
- Student Council
- Yearbook
- Other

(specify)

### SPORTS (in High School)

Please check all varsity sports you have played in high school or in college for transfer students:

- Baseball
- Basketball
- Cross Country
- Equestrian
- Field Hockey
- Football
- Golf
- Ice Hockey
- Lacrosse
- Soccer
- Softball
- Tennis
- Volleyball

### ATHLETICS (in College)

Please check all varsity sports in which you would like to participate at Endicott:

- Baseball
- Basketball
- Cheerleading (Club)
- Crew (Club)
- Cross Country
- Dance (Club)
- Equestrian
- Field Hockey
- Football
- Golf
- Ice Hockey (Club)
- Lacrosse
- Sailing (Club)
- Soccer
- Softball
- Tennis
- Volleyball

### To what other colleges are you applying?

Have you ever visited Endicott? If yes, when?

### ESSAY QUESTIONS

Please respond to one of the following essay topics (500–750 words minimum)

1. Define what success means to you and how Endicott will contribute to your future academic, personal, and professional success.
2. J.T. Adams stated, “There are…two educations. One should teach you how to make a living and the other how to live.” Describe what the quote above means to you and your expectations of your Endicott experience.

I hereby make application for the above-named student and agree to the fees, terms, and conditions as set forth in the catalog. In consideration of the undertaking by the Admission Office to process this form, the undersigned agrees that the information furnished on the application form, together with all information and materials of any kind received by the Admission Office from any source, or prepared by anyone at its request, shall not be made confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President of Admission may, for official purposes at his discretion, disclose any part or all thereof to such person or persons as required by law.

Signature of Applicant ____________________________ Date ______________

Signature of Parent or Guardian ____________________________ Date ______________

Please Note: The Admission Review Committee will not consider applications until ALL of the materials listed on the checklist have been received in the Office of Admission.

Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations applying for equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.

Endicott College is accredited by the New England Association of Schools and Colleges.