application for admission

• Freshman
• Transfer
• International
Application Instructions & Requirements

1. **Please print**, using a pen. If you prefer, **you may apply online at** [www.bethune.cookman.edu](http://www.bethune.cookman.edu). For an earlier admission decision, submit your essay with the application.

**Freshman Applicants** please request that your official high school and college transcript(s) be sent to the Office of Admissions, Bethune-Cookman University. An indication of senior courses in progress must be included on the high school transcript. An applicant for admission must be a graduate from an accredited high school, (or a candidate for graduation) with a cumulative grade point average of 2.25 or better on a 4.0 scale. Students seeking admission to Bethune-Cookman University must have satisfactorily completed a college-preparatory high school curriculum. A minimum grade point average of 2.0 is required for each of these core courses:

- four units of English,
- three units of college preparatory mathematics,
- three units of natural science (at least one laboratory),
- three units of social science and history, and
- six academic electives.

- Two units of foreign language and a computer literacy course are strongly recommended, but not required.

GED scores may be considered in lieu of a complete high school record.

**Standardized Tests**

Test score results from either SAT I or ACT are required. While there is no stated test score requirement, candidates should achieve a minimum score near the national average for college-bound students. Test scores should be forwarded directly to the University by using Bethune-Cookman’s CEEB code number—5061; ACT code number—0720. ACT test-takers, please note: an additional requirement for scholarship consideration is the English/Writing section.

**Transfer Applicants** for admission must be in good academic standing at an accredited community college or four-year college or university, with a minimum cumulative grade point average of 2.25 on a 4.0 scale on all college work attempted. Transfer candidates with fewer than 24 transferable hours must also submit an official final high school transcript and meet all freshman admission requirements, including ACT or SAT scores.

2. **Please sign and date your application.**

3. **Submit a $25.00 non-refundable application fee,** or attach an official fee waiver form which you may obtain from your guidance counselor. Write your name and Social Security number on your check or money order.

4. **Detach the Counselor Recommendation Form** and submit it to your high school guidance counselor or college advisor. This form is mailed directly to the Office of Admissions. Additional letters of recommendation may be submitted by your pastor or mentor.

Additional Requirements for **International Applicants**

International students must submit a translation and evaluation of all secondary and college academic credentials from a service such as the World Education Services (www.wes.org), (212) 966-6311 or Josef Silny and Associates (www.jsilny.com), (305) 273-1616. These evaluations must include grade point calculations for each institution attended.

1. If English is not your native language, you must take the TOEFL (Test of English as a Foreign Language). Submit these scores directly to Bethune-Cookman University; college code is #5061. For inquiries about TOEFL tests, services, policies and procedures, visit their website at www.toefl.org or call 1 (609) 881-7100, Princeton, NJ. The university may consider a waiver of this requirement if the applicant has completed significant academic coursework in English.

2. If admitted, applicants will be asked to provide a financial statement documenting verified sources of adequate financial resources required for attendance, along with a Bank Statement or verification letter from a bank official. Students will receive the I-20 Immigration Form after they have been accepted for admission and have submitted the financial resources form.

3. Mail your completed application and official notarized transcripts at least eight weeks in advance of expected matriculation date.

**For further information, call 1.800.448.0228, fax to 386.481.2601, write the Office of Admissions, Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, FL 32114-3099, or visit our website at www.bethune.cookman.edu**

### 2010-2011 SAT Test Dates

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Test</th>
<th>U.S. Registration Deadlines</th>
<th>International Registration Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
<td>Late (a fee applies)</td>
<td>Early (International only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>October 9, 2010</td>
<td>SAT &amp; Subject Tests</td>
<td>September 10, 2010</td>
<td>August 18, 2010</td>
</tr>
<tr>
<td>November 6, 2010</td>
<td>SAT &amp; Subject Tests</td>
<td>October 8, 2010</td>
<td>September 15, 2010</td>
</tr>
<tr>
<td>December 4, 2010</td>
<td>SAT &amp; Subject Tests</td>
<td>November 5, 2010</td>
<td>October 13, 2010</td>
</tr>
<tr>
<td>January 22, 2011</td>
<td>SAT &amp; Subject Tests</td>
<td>December 23, 2010</td>
<td>November 5, 2010</td>
</tr>
<tr>
<td>March 12, 2011</td>
<td>SAT only</td>
<td>February 11, 2011</td>
<td>December 19, 2010</td>
</tr>
<tr>
<td>May 7, 2011</td>
<td>SAT &amp; Subject Tests</td>
<td>April 8, 2011</td>
<td>March 16, 2011</td>
</tr>
<tr>
<td>June 4, 2011</td>
<td>SAT &amp; Subject Tests</td>
<td>May 6, 2011</td>
<td>April 13, 2011</td>
</tr>
</tbody>
</table>

### 2010-2011 ACT Test Dates

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11, 2010</td>
<td>August 6, 2010</td>
<td>August 7 – 22, 2010</td>
</tr>
<tr>
<td>October 23, 2010</td>
<td>September 17, 2010</td>
<td>September 18, 2010</td>
</tr>
<tr>
<td>December 11, 2010</td>
<td>November 5, 2010</td>
<td>November 6 – 20, 2010</td>
</tr>
<tr>
<td>April 9, 2011</td>
<td>March 4, 2011</td>
<td>March 5, 2011</td>
</tr>
<tr>
<td>Year of Enrollment</td>
<td>Student Status</td>
<td>Enrollment</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td>Freshman</td>
<td>Full-time</td>
</tr>
<tr>
<td></td>
<td>Transfer</td>
<td>Part-time</td>
</tr>
<tr>
<td></td>
<td>Transfer RN-BSN</td>
<td>Evening/Weekend</td>
</tr>
<tr>
<td></td>
<td>Non-Degree (Unclassified)</td>
<td></td>
</tr>
</tbody>
</table>

Check term of enrollment:
- Fall (August)
- Spring (January)
- Summer A (May)
- Summer B (June)

Have you previously applied for admission or been enrolled at Bethune-Cookman University?  No  Yes  If so, when?

**Personal Information:** (Please print)

Student’s Legal Full Name: ________________________________

(First) (Middle) (Last) (Preferred Name) Social Security # ______________________

Permanent Home Address: ____________________________________________________________

(Number & Street)  (Box)  (Apt. #)  (City)  (State)  (Zip)

Mailing address, if different from permanent home address:

Use this address: from dates ______________________ to ______________________

(Number & Street)  (Box)  (Apt. #)  (City)  (State)  (Zip)

Primary Telephone: (______) ______________________  Cell Telephone: (______) ______________________  E-mail address of student: ______________________

Sex:  Females  Males  Birthday: ______________________  Age: ______________________  Are you a Veteran?  Yes  No

Religion Preference:
- A.M.E.
- Baptist
- Catholic
- Church of God
- Church of God in Christ
- Episcopal
- Muslim
- Pentecostal
- Seventh-Day Adventist
- United Church of Christ
- United Methodist
- Non-denominational/Inter-denominational
- Other ______________________
- No Preference

U.S. Citizen & Resident Alien

1. Is your Ethnic Origin Hispanic/Latino?  Yes  No

2. If not Hispanic/Latino please indicate one or more of the races below:
- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- 2 or more races

Non-U.S. Citizen/International Students:

Country of birth/Nationality ______________________  Native Language ______________________

Visa Type: ______________________  Country of issue ______________________  Date of issue ______________________  I will need a student Visa

Did your parents attend college or are currently attending college?  Father  Yes  No  Mother  Yes  No

Are your parents college graduates?  Father  Yes  No  Mother  Yes  No

Names of relatives who have graduated from Bethune-Cookman University and year of graduation

__________________________________________________________________________________
Educational Information:

Anticipated Career: ___________________________ Academic Area of Interest: ___________________________ □ I am undecided about my major.

Schools I have attended:

Please list all secondary (high) schools you have attended. Begin with the most recent and indicate dates of attendance and anticipated date of graduation, or actual date of graduation. Attach additional paper if needed.

______________________________________________________________________________________________ from ___________________________ to ___________________________ Dates of attendance graduation date

______________________________________________________________________________________________ from ___________________________ to ___________________________ Dates of attendance graduation date

Name of High School Guidance Counselor __________________________________________________________

In lieu of high school graduation, I have been awarded the GED. Date awarded ____________________________

List all colleges attended, beginning with most recent:

______________________________________________________________________________________________ from ___________________________ to ___________________________ Dates of attendance

______________________________________________________________________________________________ from ___________________________ to ___________________________ Dates of attendance

______________________________________________________________________________________________ from ___________________________ to ___________________________ Dates of attendance

If you are NOT currently enrolled full-time in high school or college, please briefly state your activities and give name of employer, if employed. ________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

Test Information:

<table>
<thead>
<tr>
<th>Test</th>
<th>First Time</th>
<th>Second Time</th>
<th>Anticipated further test dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date Taken</td>
<td>Score</td>
<td>Date Taken</td>
</tr>
<tr>
<td>ACT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An official copy of your test results is required. To learn more about test dates and registration procedures, see your guidance counselor.

Family Information:

I live with my: □ father □ mother □ stepfather □ stepmother □ grandfather □ grandmother □ husband □ wife □ legal guardian □ other __________

Name: ______________________________________________________________________________________________________

Address: ______________________________________________________________________________________________________

(Number & Street) (Box) (Apt. #) (City) (State) (Zip)

Father/Stepfather/Guardian/Husband:

Primary number (_____) _______________ Cell number (_____) _______________ E-mail address ________________________________

Mother/Stepmother/Guardian/Wife:

Primary number (_____) _______________ Cell number (_____) _______________ E-mail address ________________________________
Personal Information:

Have you ever been expelled or suspended from any school or college for disciplinary reasons?  Yes ☐ No ☐

Have you ever been arrested for, or convicted of, any criminal offense other than a traffic violation? Yes ☐ No ☐

Have you ever been suspended because of academic deficiencies from an educational institution or from a particular program of study? Yes ☐ No ☐

If you answered “yes” to any of these questions, please explain the circumstances. ______________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Profile Information:

Academic Honors Earned. Please briefly describe any scholastic honors, achievements, or distinctions you have received. Please list experiences following the eighth grade _______________________________  
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Activities, Organizations, Interscholastic Athletics, Community Service. Please list experiences following the eighth grade.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade Level</th>
<th>Time Spent</th>
<th>Positions Held</th>
<th>Check if you plan to continue in college</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 10 11 12</td>
<td>Hrs./Wk.</td>
<td>Honors/Letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hrs./Wk.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Experience:

<table>
<thead>
<tr>
<th>Position/Employer</th>
<th>Nature of Work</th>
<th>Approximate Dates</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete personal statements and certify your application by continuing on page 4
Personal Statements:

1. What first led you to consider Bethune-Cookman?

2. What unique qualities or characteristics do you possess, and how will those characteristics allow you to contribute to the Bethune-Cookman University legacy?

Essay:
The essay helps us become acquainted with you in ways different from courses, grades, and test scores. It allows you to demonstrate your ability to organize your thoughts and express yourself.

Please write a one page essay on ONE of the topics listed below.

Essay topics to choose from:

• Option 1. Evaluate a significant experience or achievement that has special meaning to you.
• Option 2. Identify a local or national social or political issue that concerns you, and describe action you have taken in your community to influence change.
• Option 3. Indicate a person who has had a significant influence on you and describe how that person has influenced who you are.
• Option 4. Topic of your choice.

To assure a prompt admission decision, your essay must be attached to this application. And, be sure to include your name and Social Security number on the essay.

Certification of Information:
I certify that all the information I have given is true and complete to the best of my knowledge, and understand that falsification of information on this application will lead to denial of admission or dismissal from Bethune-Cookman University. I have enclosed a non-refundable $25 application fee and will request all academic credentials such as transcripts and test scores be sent immediately.

Applicant’s Signature ________________________________________________________________ Date ____________________________

Parent/Guardian’s Signature ___________________________________________________________ Date ____________________________

Not required for applicants of independent status

Send this application and application fee, and all other admission-related correspondence to: The Office of Admissions, Bethune-Cookman University, 640 Dr. Mary McLeod Bethune Boulevard, Daytona Beach, Florida 32114-3099
Counselor’s Recommendation Form

(Student Applicant: Complete this section of this recommendation form and give it to your high school counselor or college advisor.

Student’s Legal Full Name: ____________________________ Social Security # _____________________________

(First) (Middle) (Last)

Permanent Address: __________________________________________________________________________________________________________

(Number & Street) (Box) (Apt. #) (City) (State) (Zip)

Student’s Home telephone # (__________) _________

Student’s Signature: ____________________________ Date ____________

Counselor or advisor of student applying to Bethune-Cookman University:

Complete this section and mail it along with the student’s official transcript to the above address.

Name of Counselor: ____________________________ Telephone #: ____________________________

Name of School: ____________________________ CEEB Code #: ____________________________

School Address: __________________________________________________________________________________________________________

(Street Address) (City) (State) (Zip)

This student ranks __________ in a class of __________. Current cumulative grade point average is __________ on a ______ point scale, based on ______ semesters.

This student is expected to meet all requirements and graduate ______ on ______.

(Date)

Overall comments regarding this student and match with Bethune-Cookman University:

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

☐ Student is Recommended ☐ Student is Not recommended ☐ I prefer to discuss this personally; please call me.

Counselor’s Signature: ____________________________ Date ____________

Counselor’s Telephone #: ____________________________

(NOTE: If student is not currently attending high school, letters of recommendation may be sent.)