

ADMISSION FORMS

This document contains the admissions forms for Clover Park Technical College's Bachelor of Applied Science Interior Design program. Please print out and complete **ALL** of these forms:

- Admission Checklist
- Applicant Self-Reporting Form (Parts 1 and 2)
- Admission Form

You will also need to include the following with your application:

1. Official transcripts from all colleges you have attended other than Clover Park Technical College.
2. A current resume.
3. A 400-650 word double-spaced essay describing your interest in the degree, how completion of this degree meets your personal education and employment goals, and any other information that may support your admission to this program.
4. A current portfolio of design work up to 20 pages.

The college will not consider incomplete applications.

Applicants can expect to get a response to their applications in approximately 2-4 weeks after submission.

Bachelor of Applied Science in Interior Design

Admission Checklist

Use this checklist to ensure that you have completed all the application paperwork for the Bachelor of Applied Science Interior Design degree. When you have completed all of the paperwork, submit **everything** listed below together in a single large envelope to the address or email given in the application instructions. The college will not consider incomplete applications.

This checklist must be completed and submitted with the application.

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- Official** transcripts from **every college attended** even if you did not earn your Associate degree from that college. Include an agency-assessed transcript if it is from a foreign institution. You do not need to submit copies of transcripts from CPTC with this application.

Please list all transcripts below:

- Applicant Self-Reporting Form
- Application Form
- Resume
- Essay – Two page, typed, double-spaced essay describing your interest in the degree, how completion of this degree meets your personal education and employment goals, and any information that may support admission to this program
- Current portfolio of design work up to 20 pages (submitted as an unreturnable hard copy or PDF on a thumb drive or via email to cindy.mowry@cptc.edu)
- English Composition – 5 credits
- Social Science – 5 credits

I plan on attending: Full Time (15 credits) Part Time (5-10 credits)

I am applying for admittance to: Fall 2019 Spring 2020 Fall 2020 Spring 2021

Note: This information is used for program planning purposes, does not commit you to any course of action, and is not used in the selection process.

Bachelor of Applied Science in Interior Design

Applicant Self-Reporting Form – Part 1

Earned Associate Degree (or equivalent)

College Name	Name of Earned Associate Degree	Year Graduated

Please list all completed general education classes below and, if necessary, your plan to finish any remaining required general education coursework. For planned courses write “IP” for “in progress” in the grade column.

College Name	Required Courses at Time of Application	Exact Course Number/Title	Term/Year	Quarter Credits*	Grade
	ENGL& 101 English Composition (5 credits)				
	Any social science transferable/common course numbered 100-level or above (5 credits)				
College Name	Required Courses for Admission to the Junior Year	Exact Course Number/Title	Term/Year	Quarter Credits*	Grade
	Any transferable/ common course numbered humanities class 100-level or above (5 credits) – Communications or art recommended				
	MATH& 146 Introduction to Statistics, or higher level statistics course (5 credits)				
	Any transferable/common course numbered general education courses 100-level or above (5 credits)				
	Any transferable/ common course numbered natural science class 100-level or above (5 credits)				
	Any transferable/ common course numbered natural science class 100-level or above with lab (5 credits)				

* If your transcript uses semester credit grading, multiply the semester credits by “1.5” to convert to quarter credits.

Bachelor of Applied Science in Interior Design

Applicant Self-Reporting Form – Part 2

Academic History

Last High School Attended	City and State	Years Attended (YY) From: To:	Year (YY)
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Last College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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Other College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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Other College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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Other College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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Other College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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Other College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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Other College, Vocational or Technical School Attended	City and State	Years Attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year ____ <input type="checkbox"/> No
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PLEASE PRINT

NEW STUDENT FORMER STUDENT

ADMISSION FORM

PROGRAM CODE	INTENDED MAJOR AREA OF STUDY	PLAN YEAR QUARTER START	PREFERRED TIME OF CLASS
			<input type="checkbox"/> DAY <input type="checkbox"/> EVENING <input type="checkbox"/> BOTH

STUDENT ID NUMBER	LAST NAME	FIRST NAME	MI	BIRTHDATE	SEX
<input type="text"/> - <input type="text"/> - <input type="text"/>					<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

SOCIAL SECURITY NUMBER	PREVIOUS LAST NAME (if applicable)	E-MAIL ADDRESS	TELEPHONE CONTACT NUMBERS
<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/> I do not wish to disclose my social security number.			DAY () - _____ EVENING () - _____

INITIAL: _____ DATE: _____

This information is used for several purposes:

- to administer financial aid
- to verify academic records
- to conduct research
- to report payments you made that may qualify for a tax credit or a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN/ITIN from unauthorized use and disclosure. We are required to ask for your SSN/ITIN. If you do not disclose it, you will still be able to enroll at the college, but may be subject to an IRS penalty of \$50.

CITY	STATE	ZIP CODE	EMERGENCY CONTACT
			EMERGENCY () - _____ EMERGENCY _____ CONTACT _____

ACADEMIC HISTORY

LAST HIGH SCHOOL ATTENDED	CITY	STATE	YEARS ATTENDED	GRADUATED
			to	<input type="checkbox"/> YES <input type="checkbox"/> NO
LAST COLLEGE, VOCATIONAL, OR TECHNICAL ATTENDED	CITY	STATE	YEARS ATTENDED	GRADUATED
			to	<input type="checkbox"/> YES <input type="checkbox"/> NO

RACE AND CITIZENSHIP INFORMATION

<p>Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If not a U.S. Citizen, what is your visa status?*</p> <p><input type="checkbox"/> International student - F, J, or M Visa (F1/M1) <input type="checkbox"/> No Answer</p> <p><input type="checkbox"/> Temporary resident (T), Alien #: _____</p> <p><input type="checkbox"/> Permanent Resident (IM), Alien #: _____</p> <p><input type="checkbox"/> Refugee/Parolee or Conditional Entrant (RF), Alien #: _____</p> <p><input type="checkbox"/> Other Visa (ZZ), Explain: _____</p> <p>*SUBMIT A COPY OF YOUR IMMIGRATION DOCUMENTATION WITH THIS APPLICATION</p>	<p>Which race do you consider yourself to be? Please mark up to 2 choices. (Voluntary)</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> White (800)</td> <td><input type="checkbox"/> Filipino (608)</td> </tr> <tr> <td><input type="checkbox"/> African American (872)</td> <td><input type="checkbox"/> Chinese (605)</td> </tr> <tr> <td><input type="checkbox"/> American Indian (597)</td> <td><input type="checkbox"/> Korean (612)</td> </tr> <tr> <td><input type="checkbox"/> Alaska Native (015)</td> <td><input type="checkbox"/> Japanese (611)</td> </tr> <tr> <td><input type="checkbox"/> Native Hawaiian (653)</td> <td><input type="checkbox"/> Other Asian (621)</td> </tr> <tr> <td><input type="checkbox"/> Pacific Islander (681)</td> <td><input type="checkbox"/> Other Race (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Vietnamese (619)</td> <td></td> </tr> </table>	<input type="checkbox"/> White (800)	<input type="checkbox"/> Filipino (608)	<input type="checkbox"/> African American (872)	<input type="checkbox"/> Chinese (605)	<input type="checkbox"/> American Indian (597)	<input type="checkbox"/> Korean (612)	<input type="checkbox"/> Alaska Native (015)	<input type="checkbox"/> Japanese (611)	<input type="checkbox"/> Native Hawaiian (653)	<input type="checkbox"/> Other Asian (621)	<input type="checkbox"/> Pacific Islander (681)	<input type="checkbox"/> Other Race (specify) _____	<input type="checkbox"/> Vietnamese (619)		<p>Are you Spanish or Hispanic origin? (Voluntary)</p> <p><input type="checkbox"/> No (999)</p> <p><input type="checkbox"/> Yes, Mexican, Mexican American, Chicano (722)</p> <p><input type="checkbox"/> Yes, Cuban (709)</p> <p><input type="checkbox"/> Yes, Puerto Rican (727)</p> <p><input type="checkbox"/> Yes, Other Spanish/Hispanic/Latino (specify) _____</p>
<input type="checkbox"/> White (800)	<input type="checkbox"/> Filipino (608)															
<input type="checkbox"/> African American (872)	<input type="checkbox"/> Chinese (605)															
<input type="checkbox"/> American Indian (597)	<input type="checkbox"/> Korean (612)															
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<input type="checkbox"/> Pacific Islander (681)	<input type="checkbox"/> Other Race (specify) _____															
<input type="checkbox"/> Vietnamese (619)																

STATUS INFORMATION

Have you served in the U.S. Armed Forces? (V\$)	YES	NO	<i>Veterans and/or their dependents may qualify for educational benefits. Please call the VA at 1-888-442-4551 or go to www.gibill.va.gov for more information.</i>
Foster Youth: Have you been in Washington State foster care for at least one year since your 16th birthday? (F\$)	<input type="checkbox"/>	<input type="checkbox"/>	
Parent's Education Level: Has either of your parents earned a bachelor's (4-year) degree? (F!)	<input type="checkbox"/>	<input type="checkbox"/>	

TESTING INFORMATION

Have you taken the GED Test? YES NO

If yes, date earned (Month/Year): _____

Where did you earn your GED? (School/organization name): _____

Which of the following pre-college tests have you taken?

ASSET/COMPASS ACCUPLACER

SAT ACT

In what year did you take your last pre-college test? _____

NON-DISCRIMINATION POLICY: Clover Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation/ gender identity, veteran's status, religion, or age in its program and activities. The following office has been designated to handle inquiries regarding the non-discrimination policies:

LIMIT OF LIABILITY: The Chief Human Resources and Legal Affairs Officer, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Telephone (253)589-5533. The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits. By signing this document, student agrees to be bound by CPTC policies and procedures as set forth in the Student Handbook and online.

STUDENT SIGNATURE: _____

DATE: _____

RESIDENCY INFORMATION - Please read the following 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 eligible for resident student status – and eligible to pay resident tuition rates – when they attend public colleges and universities in this 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 this affidavit/declaration/certification if they have met the following conditions:

- **Condition One:** (a) Resided in Washington State for three years immediately prior to receiving a high school diploma, and (b) Complete the full senior year at a Washington high school, and (c) Continuously resided in the State since earning the equivalent of a 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, contact the college(s) you are applying to and request the Residency Affidavit form.

Residency Questions for Tuition Purposes

1. Have you been a legal resident* of Washington and lived continuously in the State of Washington for the past 12 months? YES NO
*A student cannot qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver’s license, vehicle registration, or other documents that give evidence of being a legal resident in another state.
If no, how long have you lived continuously in the state of Washington? _____Months
2. **a.** Were you claimed for federal income tax purposes by your mother, father, or legal guardian in the current calendar year? YES NO
b. In the past calendar year? YES NO
If YES to either 2a or 2b, has your parent or legal guardian lived continuously in 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 the assistance is based on being a resident of the state) YES NO
4. Are you active duty military stationed in Washington or a 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) a member of the Washington National Guard? YES NO

SUBMIT SUPPORTING DOCUMENTATION WITH THIS APPLICATION