

SUFFOLK UNIVERSITY

Application for Certificate Programs

Office of Undergraduate Admission
8 Ashburton Place
Boston, MA 02108
Tel: 617-573-8460 Fax: 617-742-4291
Email: admission@suffolk.edu

NAME: _____

MAILING ADDRESS: _____

SOCIAL SECURITY # _____ HOME PHONE: _____

DATE OF BIRTH _____ PLACE OF BIRTH: _____

EMAIL: _____

1. Are you a U.S. citizen? YES NO If no, are you a U.S. permanent resident? YES NO
If you are a U.S. permanent resident, list your country of citizenship: _____
All permanent residents must submit a photocopy of their alien registration card (front and back).

2. NAME: Paralegal Accounting Financial Planning
 Decorative Arts Electronic Graphic Design

3. ENTERING DATE: Fall 20____ Spring 20____ Summer I 20____ Summer II 20____

4. Have you ever applied to Suffolk University before? Yes No If yes, when? _____
Have you ever attended Suffolk University before? Yes No If yes, when? _____

5. List below the high school from which you graduated:

HIGH SCHOOL	CITY/STATE	DATES ATTENDED	DATE OF GRADUATION
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1. _____

6. List below all colleges and other post-secondary schools you have attended, (full and/or part-time):

COLLEGE	CITY/STATE	DATES ATTENDED	DATE OF DEGREE
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1. _____

2. _____

7. Are you employed? A. YES NO B. Full-time Part-Time
Your position _____ How long employed in this position? _____
Your employer _____ Phone _____

8. Do you plan to be an applicant for Financial Aid? YES NO

If yes, you must file the SUFFOLK UNIVERSITY FINANCIAL AID APPLICATION with the Suffolk Office of Financial Aid. In addition, you must file the Free Application for Federal Student Aid. Both forms are available from the Financial Aid Office (617) 573-8470.

13. ETHNIC BACKGROUND (OPTIONAL)

AMERICAN INDIAN/ ALASKAN NATIVE	HISPANIC/LATINO	WHITE (NOT HISPANIC)
ASIAN/PACIFIC ISLANDER	BLACK AMERICAN (NOT OF HISPANIC ORIGIN)	OTHER

DATE _____ SIGNATURE _____

(Please see reverse side)

ADMISSIONS CHECKLIST

PARALEGAL STUDIES CERTIFICATE:

High school transcript or GED
Official college transcript(s) from all colleges attended
Written recommendation from supervisor for whom you have been employed for at least two years
Required only if student has fewer than 30 college credits
Writing sample, one page double-spaced
\$50 application fee

ACCOUNTING CERTIFICATE:

Official college transcript(s) from all colleges attended indicating a minimum of 54 college credits earned
Course descriptions for colleges outside the New England area
\$50 application fee

DECORATIVE ARTS CERTIFICATE: (FOR SPRING 2005 OR FALL 2005 ONLY)

Completion of Introduction to Interior Design & Decorating (ADI 01) with minimum grade of "B".
Date of Completion _____
Official high school transcript
Official college transcript(s) from all colleges attended
250-500 word essay describing interest in Decorative Arts
\$50 application fee

ELECTRONIC GRAPHIC DESIGN CERTIFICATE:

Official high school transcript
Official college transcript(s) from all colleges attended
A portfolio or completion of Fundamentals of Graphic Design (ADG 100) with a minimum grade of "B"
\$50 application fee

FINANCIAL PLANNING CERTIFICATE:

Official College transcript(s)
\$50.00 application fee

PERMANENT RESIDENT APPLICANTS:

Requirements as listed above, plus,
Photocopy of Alien Registration Card (front and back)