



# School of Professional and Continuing Studies Undergraduate Application/New Student Information Form

### Student Information

Unless noted, all fields are required. Please print.

\_\_\_\_-\_\_\_\_-\_\_\_\_

**UR ID/SSN**

SSN will be replaced by an ALTERNATE ID number, which will be used as your primary identification.

I would like to begin courses in:  
**SUMMER 2012**

**NAME** \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME OR INITIAL

### ADDRESS

STREET \_\_\_\_\_ APT \_\_\_\_\_  
CITY STATE ZIP CODE **CELL PHONE** ( )

**HOME PHONE** ( ) **E-MAIL** \_\_\_\_\_

**PERMANENT RESIDENT OF:** Virginia City \_\_\_\_\_ Virginia County \_\_\_\_\_ Other State or Country \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **GENDER:**  MALE  FEMALE **US CITIZEN**  Yes  No

**IS ENGLISH YOUR NATIVE LANGUAGE?**  Yes  No

If no, have official TOEFL scores sent **directly** to the University of Richmond (School Code: 5569). If you have taken the TOEFL and requested that a score report be sent to the University of Richmond, please indicate the month and year that you took the TOEFL: \_\_\_\_\_

### ETHNICITY/RACE (Optional)

- Are you Hispanic/Latino?  Yes, Hispanic or Latino  No
- Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:  
 American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

### Employer Information

**EMPLOYER** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

### WORK ADDRESS

STREET SUITE/BLDG/FLOOR CITY STATE ZIP CODE

### Other Information

**Have you ever taken courses in or been accepted into any program at the University of Richmond?**  Yes  No

If yes, give dates: \_\_\_\_\_ DIVISION/SCHOOL \_\_\_\_\_

Name when you attended \_\_\_\_\_

**Have you been dismissed from a college or university within the last year?**  Yes  No

**Have you ever been convicted of a crime other than a minor traffic violation?**  Yes  No

If yes, please explain: \_\_\_\_\_

As of July 1, 2006, Virginia law requires all public and private two-and-four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

Signature of Applicant (Required) **This print application will be accepted only until April 15, 2012.** Date

**For fastest service, fax your completed form to (804) 289-8138.**

Mailing Address

University of Richmond School of Professional and Continuing Studies

Attn: SPCS Admissions

28 Westhampton Way, Richmond, Virginia 23173

**If you are applying to a particular Program of Study at this time, please check this box and continue with PART 2 on the next page.**



# School of Professional and Continuing Studies

## Undergraduate Application/New Student Information Form

### Program of Study (Check one)

#### Human Resource Management

Bachelor of Applied Studies

#### Information Systems

- Bachelor of Applied Studies in Information Systems
- Bachelor of Applied Studies in IT Management
- Certificate—Information Systems<sup>1</sup> (bachelor's degree required)

#### Leadership Studies

Certificate in Applied Studies in Leadership (bachelor's degree not required)

#### Liberal Arts

- Associate's Degree
- Bachelor of Liberal Arts

#### Paralegal Studies

- Bachelor of Applied Studies
- Certificate<sup>1</sup> (bachelor's degree required)

Students who have already earned a bachelor's degree and are seeking admission to the Teacher Licensure Program should call (804) 289-8428.

Have you applied for financial aid?  Yes  No

### Education Information

#### Name of High School Attended \_\_\_\_\_

Your name when attended \_\_\_\_\_

Did you graduate?  Yes  No If not, do you have a GED certificate?  Yes  No

If yes, name on certificate \_\_\_\_\_

#### Names of ALL Colleges Attended

#### Did you graduate? Degree Earned

#### Your Name When You Attended

_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

We **must** receive official transcripts from all colleges or universities where you have **attempted** college work. Please have official transcripts mailed directly to:  
 University of Richmond School of Professional and Continuing Studies  
 28 Westhampton Way  
 Attn: SPCS Admissions  
 Richmond, Virginia 23173

If you have NOT attended any colleges or universities, please request that official high school or GED transcripts be mailed to the School of Professional and Continuing Studies at the above address.

A student who is not eligible to return to another college or university may not be admitted to any SPCS program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such student must be filed in the Office of the Dean.

1. Effective July 1, 2011, higher education institutions are required by the U.S. Department of Education to disclose data about certain educational programs that prepare students for gainful employment in a recognized occupation. For more information about our graduation rates, the median debt of students who completed these programs, and other important information, please visit our website at [spcs.richmond.edu/certificates/ge-disclosure.html](http://spcs.richmond.edu/certificates/ge-disclosure.html).

