SHEPHERD UNIVERSITY

Undergraduate Application for Admission
INSTRUCTIONS FOR COMPLETION OF THE UNDERGRADUATE ADMISSION APPLICATION

**FIRST-TIME FRESHMAN**
1. Complete the admissions application.
2. Send an official copy of your high school transcript or GED score to Shepherd through a certified electronic transcript delivery service, via email to admission@shepherd.edu, or mail.
3. Send your official SAT (School Code: 5615) or ACT (School Code: 4532) scores to Shepherd.
4. Send a nonrefundable application fee of $45.

**TRANSFER STUDENT**
1. Complete the admission application.
2. Send official transcripts from each individual college/university attended. If you have fewer than 24 earned college-level credits, an official high school transcript or diploma equivalency and ACT or SAT (if graduation date is within past five years) are required.
3. Send a nonrefundable application fee of $45.

**READMISSION**
1. Complete the admission application.
2. Send a nonrefundable application fee of $45.
3. Send official transcripts from each individual college/university attended after Shepherd, if applicable.

**INTERNATIONAL STUDENT**
1. Complete the admission application.
2. Send a nonrefundable application fee of $45.
3. Submit official academic records:
   - Freshman applicants should submit secondary (high school) transcripts. Students who have completed college/university coursework should submit all post-secondary transcripts.
   - For coursework completed outside of the United States, applicants must provide an official course-by-course evaluation from an approved academic credential evaluation service.
4. Provide proof of English proficiency by sending results for any of the following tests: SAT, ACT, TOEFL, IELTS, EIKEN, MELAB, or ACE.
5. Students planning to study under an F-1 student visa status must also submit the following:
   - Proof of financial support for one year’s estimated cost-of-attendance.
   - Copy of passport information page.
   - Copies of current U.S. immigration status (visa, approval notices, form I-94, etc.), if applicable.
Please submit this application, $45 application fee, and supporting materials to:
Shepherd University Office of Admissions, P.O. Box 5000, Shepherdstown WV 25443-5000

ADDITIONAL PERSONAL INFORMATION

NOTICE: All responses to the personal data questions are strictly optional and will in no way affect the decision of whether to admit any applicant. Shepherd University requests that these questions be completed to assist the University in complying with its obligations under state and federal law to attempt to collect these data and to periodically report the statistical totals in various reports, including the annual EEO/AA Plan published by the Affirmative Action Officer.

Gender:  [ ] Female  [ ] Male

Are you Hispanic / Latino?  [ ] Yes  [ ] No

With which race/ethnicity do you most closely identify:  [ ] American Indian/Alaskan  [ ] Asian  [ ] Black/African American  [ ] Hispanic/Latino  [ ] Native Hawaiian/Other Pacific Islander  [ ] White  [ ] Two or More Races

Check here if you have been convicted of a misdemeanor or felony and please attach a written explanation.

Check here if you have served or are you currently serving in the U.S. Armed Services.

Please indicate if you will receive any of the following:  [ ] Veteran Benefits  [ ] Active Duty Benefits  [ ] Veteran Dependent/Spouse Benefits

EMERGENCY CONTACT

Last Name    First Name    Relationship    Phone

Street or P.O. Box    City    State    Zip    County    Country

ENROLLMENT INFORMATION

I wish to apply for  [ ] Fall (Year)  [ ] Spring (Year)  [ ] Summer (Year)

I am a  [ ] First-Time Freshman  [ ] Transfer  [ ] Readmit: Last enrollment (Semester) (Year)

Residency:  [ ] Out-of-State Resident  [ ] West Virginia Resident: Number of years you have lived in West Virginia (Year(s))

Citizenship:  [ ] U.S.  [ ] Non-U.S. Please specify U.S. immigration status and provide relevant documentation, if available.

Check here if English is not your native language. Please list number of years of English instruction you have received (Year(s)).

Check here if you agree to be contacted via SMS text messaging at the cell phone number provided above. Disclaimer: Text message rates may apply from your cell phone provider.

Check here if you have served or are you currently serving in the U.S. Armed Services.

Check here if you have ever enrolled in school using a different name. Please provide name(s) used:

Check here if you agree to be contacted via SMS text messaging at the cell phone number provided above. Disclaimer: Text message rates may apply from your cell phone provider.

Check here if you are a first generation student (neither of your parents has completed a four-year college degree).

ACADEMIC INFORMATION

High School    City    State/Country    Date of Graduation (MM/YYYY)

Check here if you received a GED:  (Location)  (Date:MM/YYYY)

Date you did or will take (MM/YYYY)  ACT  SAT  TOEFL/IELTS

Check here if you have been suspended or expelled for disciplinary reasons and please attach a written explanation.
Are you following a 2+2 transfer agreement? Yes

If you have been suspended, expelled, or are ineligible to return to your previous institution, please attach a written explanation.

Yes

Have you been suspended or expelled for academic or disciplinary reasons? Yes

NAME

Signature  Date

I certify that all statements in this application are complete and true. I understand that any willful misrepresentation of information may be grounds for denial of my admission and dismissal.

Signature  Date