



APPLICATION FOR ADMISSION

SCHOOL OF BUSINESS & LEADERSHIP

Thank you for applying to the University of Charleston. For your application to be processed, **fields marked with an asterisk (*) are required.** Supporting information is found on the back of the application.

Read instructions carefully before completing this form. To be completed by applicant. Please print clearly in ink or type

APPLICANT INFORMATION *

(International applicants use name that appears on passport.)

**Social Security Number is required in order to receive state and federal financial aid*

*# Permission To Contact: I give you permission to contact me at these phone numbers. +Contact methods may include automated calls or texts (*Required)*

First* _____ **Middle** _____ **Last*** _____

Maiden (if applicable) _____ Preferred First _____ **Date of Birth*** ____/____/____
MM / DD / YYYY

Gender ID* _____ **Social Security Number**** ____-____-____ Country of Citizenship: US Citizen Non-US Citizen Permanent Resident

Home Phone** _____ **Cell Phone**** _____ **Receive Text Messages*** Yes No

Email* _____ **+Permission to Contact*** Yes No

Mailing Address* _____

City* _____ **State*** _____ **Zip Code*** _____ County of Residence _____

Country of Citizenship _____ Country of Residence _____

ENROLLMENT INFORMATION *

*(*Required)*

Major: <input type="checkbox"/> Crisis and Emergency Leadership (2 yr.) (Online Only) <input type="checkbox"/> Cybersecurity (Undergraduate) <input type="checkbox"/> Frontline Leadership (2 yr) (Online Only) <input type="checkbox"/> Organizational Leadership (Undergraduate) (Online Only) <input type="checkbox"/> Cybersecurity (M.S.) <input type="checkbox"/> Strategic Leadership (M.S.) <input type="checkbox"/> Doctor of Executive Leadership (D.E.L) (Online Only)		Enrolling as: <input type="checkbox"/> Freshman <input type="checkbox"/> Transfer <input type="checkbox"/> Readmit <input type="checkbox"/> Graduate <input type="checkbox"/> Other		Year: <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021
Course Load: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Interested in starting at Midterm		Session: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd
Location: <input type="checkbox"/> Charleston <input type="checkbox"/> Online		Residency: <input type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus		

ACADEMIC HISTORY*

List all educational institutions you have attended beyond high school. Attach a separate sheet if necessary. Include ONE official transcript of all college work from each institution in your application packet.

*(*Required)*

UNDERGRADUATE*						
Institution	City/State	Dates Attended	Graduation Degree	Major	Credit	office use only

GRADUATE*						
Institution	City/State	Dates Attended	Graduation Degree	Major	Credit	office use only

MILITARY INFORMATION

Check all that Apply

BRANCH:

- Air Force
- Air Force NG
- Army
- Army NG
- Coast Guard
- Marines
- Navy

STATUS:

- Active Duty
- Dependent
- Reservist
- Spouse
- Veteran
- National Guard

Years of Service _____

ETHNICITY & RACIAL GROUPS

(Optional)

ETHNICITY:

- Hispanic/Latino
- Non Hispanic/Latino

RACE:

- Asian
- Black/African American
- Hawaiian or Pacific Islander
- Native American/Alaskan Native
- White

ADDITIONAL INFORMATION

Have you ever been convicted of a felony? Yes No

How did you hear about the University of Charleston?

SECTION A

Check all that Apply

Section A required for Organizational or Strategic Leadership application only

Which Military Benefit Programs do you intend to apply to?

- Ch 30: Montgomery GI Bill, Active Duty
- Ch 31: VA Vocational Rehabilitation
- Ch 33: Post 9/11 GI Bill (40% - 90% Eligibility)
- Ch 33: Post 9/11 GI Bill (100% Yellow Ribbon)
- Ch 35: Survivors' and Dependents' Assistance Program
 - Parent Spouse
- Ch 1606: Montgomery GI Bill, Reserves
- Ch 1607: Reserve Educational Assistance Program (REAP)
- ARNG Federal Benefits
- ARNG State TA
- ANG State TA
- Army TA
- Navy/Marine Tuition Assistance
- Air Force Tuition Assistance

- Yes No | Is this the first time applying for VA benefits?
- Yes No | Have you completed the VA application?
If No, visit www.ebenefits.va.gov to apply.
- Yes No | Have you received a Certificate of Eligibility (COE) or Notice of Basic Eligibility (NOBE) from the VA?
Submit scanned copy of COE/NOBE to Michael Levy, Director of Military Programs at michaellevy@ucwv.edu.
- Yes No | Have you submitted your request to GoArmyEd for approval?
If No, visit www.goarmyed.com to apply.
- Yes No | Have you requested WVNG State Tuition Assistance?
If No, visit www.wvguardtuition.com to request assistance.
- Yes No | Have you requested Navy/Marine/Air Force Tuition Assistance?
If No, visit www.navycollege.navy.mil or www.my.af.mil to apply.

SECTION B

Section B required for Doctor of Executive Leadership (D.E.L.) application only

Licensure or Credential Information

Please list below any professional licences and credentials.

CAREER FOCUS

What is your position or job title?

Choose the occupational category of your current career or of your future career goals:

- Aerospace
- Biomedics
- Consulting
- Education
- Executive
- Finance
- Health-Related
- Media
- Military/Government
- Nonprofit
- Pharmaceuticals
- Public Accounting
- Service (Police, Fire, etc.)
- Technology
- Telecommunications
- Transportation
- Other: _____

RECOMMENDATIONS

- Enclosed Being submitted separately

Please list the names from whom you are requesting recommendations:

PERSONAL AND PROFESSIONAL RESOURCES

Whom do you consider to be your emotional support system?

- Yes | Are you able to adjust your schedule to allow for our recommended 20 hours per week of class/study time?
- No

PERSONAL ASSESSMENT

COMPUTER SKILLS

Do you own a computer that meets the program requirements?..... Yes No
(Windows XP or newer or Macintosh System X with broadband Internet access and audio capability)

Indicate your levels of computer literacy:

Word Processing	<input type="checkbox"/> Low	<input type="checkbox"/> Adequate	<input type="checkbox"/> Above Average	<input type="checkbox"/> Expert
Internet	<input type="checkbox"/> Low	<input type="checkbox"/> Adequate	<input type="checkbox"/> Above Average	<input type="checkbox"/> Expert
Online Communications (e-mail)	<input type="checkbox"/> Low	<input type="checkbox"/> Adequate	<input type="checkbox"/> Above Average	<input type="checkbox"/> Expert
Statistical Reports	<input type="checkbox"/> Low	<input type="checkbox"/> Adequate	<input type="checkbox"/> Above Average	<input type="checkbox"/> Expert
Database/online resource usage.....	<input type="checkbox"/> Low	<input type="checkbox"/> Adequate	<input type="checkbox"/> Above Average	<input type="checkbox"/> Expert

RESEARCH SKILLS

Have you ever conducted research or completed a research course?..... Yes No

Indicate your levels of experience in:

Conducting Research	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
Completing a research course	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
Completing a thesis or research project requiring data collection, analysis, and/or interpretation	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive

WRITING SKILLS

Are you experienced in academic or professional writing? Yes No

Indicate your levels of experience in:

Completing a writing or composition course	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
Authoring published works	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive
Creative Writing	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input type="checkbox"/> Moderate	<input type="checkbox"/> Extensive

FINANCIAL ASSESSMENT

Are you applying for financial aid? Yes No

(If No, please indicate below how you will pay for this program)

<input type="checkbox"/> Loans _____ %	<input type="checkbox"/> Employer Assistance _____ %
<input type="checkbox"/> Income _____ %	<input type="checkbox"/> Other _____ %
<input type="checkbox"/> Savings _____ %	If Other, please identify _____

ADDITIONAL INFORMATION

What influenced you to apply? Please complete as many responses as are applicable.

Have you considered other schools? Yes No

If so, what schools? _____

Have you applied to other schools? Yes No

If so, what schools? _____

How did you hear about our program? _____

By my signature, I certify that the answers I have given to all questions on this application are correct and complete to the best of my knowledge. I understand that falsification or omission of information or credentials may result in revocation of admission. I also understand I must provide official transcripts from ALL educational institutions I have attended to complete the admissions process. I further give permission for my high school(s) and/or college(s) to release to the University of Charleston any transcripts or records necessary for the evaluation of my application for admission as requested by University of Charleston staff/faculty.

Signature*

Date*

The University of Charleston does not discriminate against any person because of race, color, religion, sex, national or ethnic origin, age, disability, or veteran status in the administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school-administered programs in accordance with the laws of the United States and the state of West Virginia.

APPLICATION REQUIREMENTS

DOCTOR OF EXECUTIVE LEADERSHIP (D.E.L.)
ONLINE ONLY

APPLICATION INFORMATION

To be eligible for admission to the D.E.L., you need to have completed a master's or first professional degree in any field from a regionally accredited institution.

In addition to the application, prospective D.E.L. students must submit:

1. A nonrefundable application fee of \$50, payable to University of Charleston.
2. Licensure or Credential Information, Career Focus, Personal Skills Assessment
3. A discussion paper of approximately 1,500 to 2,500 words (about six to ten double-spaced pages of 12-point type) in which you reflect on your motivation for pursuing the D.E.L. and explain how the degree will help you explore your academic and professional interests and goals. You should also address the qualities and experiences you would contribute to a doctoral leadership cohort. The paper is an important part of the admission committee's decision making process.
4. A résumé or curriculum vitae. Your current résumé should include your education and work history, honors and awards, publications and presentations, research experience (if any), and participation in professional and community organizations.
5. Official transcripts. Official transcripts from all colleges and universities you have attended must be in a sealed envelope and sent directly to UC Admissions. If your degree is from a college or university outside of the United States, you should first contact the D.E.L. program coordinator to determine whether a transcript evaluation is needed. If you are not a native speaker of English, you may also be required to submit a score from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
6. Two confidential recommendations, one personal and one professional. Download the application reference form. Professional references can be from supervisors, colleagues, or professors.
7. Color copy of a state issued photo ID with current address.

Please send all application materials to:
Beckley Records
127 B Dye Drive
Beckley, WV 25801

An interview with the admissions committee, conducted in person or by telephone, is required of all applicants. Once your application materials are received, a representative from the UC School of Business and Leadership will contact you for an admission interview.

CONTACT INFORMATION

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