UC UNIVERSITY OF CHARLESTON

APPLICATION FOR ADMISSION

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 ∗

First∗ _____ Middle _____ Last∗ _____

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

Gender at Birth∗ _____ Gender Identity _____ Social Security Number∗‡ _____ – _____ – _____
                                                        male, female, transgender, etc.

Citizenship Status∗ ☐ US Citizen   ☐ Non-US Citizen   ☐ Permanent Resident   Receive Text Messages∗ ☐ Yes ☐ No

Home Phone∗_____ Cell Phone∗_____ ⁺Contact Via Mobile∗ ☐ Yes ☐ No

Email∗ _____

Mailing Address∗ _____

City∗ _____ State∗ _____ Zip Code∗ _____ County _____

Have you ever been convicted of a felony?∗ ☐ Yes ☐ No

If yes, please
describe: _____

(International applicants use name that appears on passport.)
‡Social Security Number is required in order to receive state and federal financial aid
⁺Contact methods may include automated calls or texts

ENROLLMENT INFORMATION ∗

Major:
☐ Cybersecurity (2 yr) (Online Only)
☐ Cybersecurity (B.S.) (Online Only)
☐ Frontline Leadership (2 yr) (Online Only)
☐ Organizational Leadership (Undergraduate) (Online Only)
☐ Cybersecurity (M.S.)
☐ Strategic Leadership (M.S.)
☐ Doctor of Executive Leadership (D.E.L) (Online Only)

Enrolling as:
☐ Freshman   ☐ Transfer   ☐ Readmit
☐ Graduate   ☐ Other   _____

Semester:
☐ Fall   ☐ Spring   ☐ Summer
☐ Interested in starting at Midterm

Year: ☐ 2021
          ☐ 2022

Session: Spring
☐ January
☐ March

Summer
☐ May
☐ July

Fall
☐ August
☐ October

Course Load: ☐ Full Time   **Location:** ☐ Charleston   **Residency:** ☐ On-Campus ☐ Off-Campus
                ☐ Part Time   ☐ Online

ACADEMIC HISTORY

HIGH SCHOOL*

School name _____ City _____ State _____

Graduation Year _____

COLLEGE OR UNIVERSITY*   *(*Required)*

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.

School name _____ City _____ State ____ Degree Earned ☐ Yes ☐ No

School name _____ City _____ State ____ Degree Earned ☐ Yes ☐ No

School name _____ City _____ State ____ Degree Earned ☐ Yes ☐ No

School name _____ City _____ State ____ Degree Earned ☐ Yes ☐ No

School name _____ City _____ State ____ Degree Earned ☐ Yes ☐ No

School name _____ City _____ State ____ Degree Earned ☐ Yes ☐ No

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

How did you hear about the University of Charleston?

_____

_____

UNIVERSITY OF CHARLESTON

Office of Admissions
2300 MacCorkle Avenue, SE | Charleston, West Virginia 25304
1.800.995.4682 (GoUC) | Fax: 304.357.4781
www.ucwv.edu

Check all that Apply

☐ 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

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

_____

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

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	☐ Low	☐ Adequate	☐ Above Average	☐ Expert
Internet	☐ Low	☐ Adequate	☐ Above Average	☐ Expert
Online Communications (e-mail)	☐ Low	☐ Adequate	☐ Above Average	☐ Expert
Statistical Reports	☐ Low	☐ Adequate	☐ Above Average	☐ Expert
Database/online resource usage..................................	☐ Low	☐ Adequate	☐ Above Average	☐ Expert

RESEARCH SKILLS

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

Indicate your levels of experience in:

Conducting Research	☐ None	☐ Some	☐ Moderate	☐ Extensive
Completing a research course	☐ None	☐ Some	☐ Moderate	☐ Extensive
Completing a thesis or research project requiring data collection, analysis, and/or interpretation	☐ None	☐ Some	☐ Moderate	☐ 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	☐ None	☐ Some	☐ Moderate	☐ Extensive
Authoring published works	☐ None	☐ Some	☐ Moderate	☐ Extensive
Creative Writing	☐ None	☐ Some	☐ Moderate	☐ Extensive

Are you applying for financial aid? .... ☐ Yes ☐ No

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

☐ Loans _____ %   ☐ Employer Assistance _____%
☐ Income_____%   ☐ Other_____%
☐ Savings_____%   If Other, please identify _____

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?_____

Signature*   **Date***

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UNIVERSITY OF CHARLESTON

APPLICATION FOR ADMISSION

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:
UC-Beckley
Attention: Transfer Records
167 Dye Drive Beckley, WV 25801
ucrecords@ucwv.edu

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

Carrie Asbury
Program Coordinator
304-410-0468
carrieasbury@ucwv.edu

School of Business & Leadership
2300 MacCorkle Avenue, SE
Charleston, West Virginia 25304

Jenny Mae Pridemore
Program Coordinator
304-357-4864
jennypridemore@ucwv.edu

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Charleston, West Virginia 25304

Shelly R. Roy
Organizational Leadership Admissions Representative
304- 903-8197
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