

Application for Admission

SouthHills
School of Business & Technology



Step-By-Step Application Checklist

Requirements for All Applicants:

- > **Schedule an Appointment with an Admissions Representative** for your Career Planning Session. **Financial Aid Applicants:** Please make your appointment with Financial Aid during this session.
- > **Submit Your Completed Application.**
- > **Request Official High School Transcript or GED Certificate.** Contact your high school to arrange for your Academic Transcript to be mailed directly to South Hills. GED scores must be requested in writing from the Department of Education (form available). If you have completed high school through 10th grade, your high school official transcript is also required.
- > **Request Official Post-Secondary Transcripts (if applicable).** Contact the college, university, or institute to arrange for your Academic Transcript to be mailed directly to South Hills. Request course descriptions for possible credit transfer.
- > **Complete the Entrance Assessment.**

Additional Requirements:

Diagnostic Medical Sonography:

Subject to change. Please check with your Admissions Representative.

- > Resume
- > SAT scores
- > DMS Faculty Interview
- > Two Letters of Recommendation

Graphic Arts

- > Submission of Artwork Samples
Ask your Admissions Representative for more details.

Criminal Justice

Subject to change. Please check with your Admissions Representative.

- > Two Letters of Recommendation



All of the above requirements must be fulfilled in order for an applicant's file to be considered for acceptance. At the time of acceptance, you will be mailed an Acceptance Letter along with an Enrollment Agreement for you to sign. A student is not considered "enrolled" at South Hills until we have received his/her Enrollment Agreement. Providing class space still remains, quick completion of these steps will help to guarantee your seat in the program of your choice.

- > Signed Enrollment Agreement returned.
- > CJ, DMS, HIT, and MOS Applicants are also required to pass a Criminal Background Check after initial acceptance is made. Applicants are responsible for paying the fee(s) incurred for the background check(s). Please ask your Admissions Representative for details.

Financial Aid Applicants: Please set up an appointment with Financial Aid during your initial Career Planning Session to discuss your financial aid options.

PHEAA Financial Aid Application Deadline: May 1 for returning students; August 1 for all others

My Admissions Representative:

Application for Admission

I hereby make application for enrollment at South Hills School of Business & Technology according to the regulations set forth in the school catalog. I wish to be enrolled for the program of instruction indicated below.

Check Location:

- State College
- Philipsburg
- Lewistown
- Altoona

PROGRAM _____ TERM BEGINNING _____

FULL NAME: Title (Mr/Ms)/First/Middle/Last _____

MAIDEN NAME _____ COUNTY _____

ADDRESS: Number and Street _____

City/State/Zip _____

SS# _____ EMAIL _____

TELEPHONE: Home/Cell _____ DATE OF BIRTH _____

EMPLOYER _____ WORK PHONE _____

Complete if applicant is under 21:

FATHER'S NAME _____ DAYTIME PHONE _____

MOTHER'S NAME _____ DAYTIME PHONE _____

HIGH SCHOOL: Name of School/City/State _____

DATE OF GRADUATION _____ GUIDANCE COUNSELOR'S NAME _____

GED RECEIVED? _____ IF YES, DATE RECEIVED _____

Please list all colleges and trade schools attended—attendance at any post-secondary educational institution(s) (schools beyond high school, i.e. business school, college or trade school) must be indicated below and an official transcript should be sent to South Hills.

SCHOOL _____ YEARS ATTENDED _____

SCHOOL _____ YEARS ATTENDED _____

CHECK HERE IF YOU HAVE A BACHELOR'S DEGREE.

WILL YOU RECEIVE (POSSIBLE) AGENCY SPONSORSHIP? YES NO



IF SO, BY WHOM? Agency Name (Example OVR, TAA, WIA, DPW, VA)/Caseworker _____

HOW DID YOU HEAR ABOUT OUR SCHOOL? _____

I understand that a place in the above class will be held for me contingent upon the approval of my academic records, an interview, and space in the program.

SIGNATURE _____ DATE _____

(OVER)

