

UNIVERSITY OF  
**ILLINOIS**  

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**S P R I N G F I E L D**

## Undergraduate

Application for Admission,  
Honors Program & Merit Scholarships

[www.uis.edu](http://www.uis.edu)

*Engaged in Your Future*

## Contact information

University of Illinois Springfield  
Office of Admissions  
One University Plaza, MS UHB 1080  
Springfield, IL 62703-5407  
Phone: (888) 977-4847  
Fax: (217) 206-6620

## An Invitation to Visit our Campus

The Office of Admissions welcomes you to our campus Monday-Friday (except holidays). Appointments to meet admissions counselors, faculty, coaches, financial aid advisors, and to schedule campus and housing tours may be made by calling our office at (217) 206-4847 or toll-free (888) 977-4847. You may also make a reservation to attend a Preview Day at [www.uis.edu/preview](http://www.uis.edu/preview).



## Application Deadlines

For best consideration, freshman should apply and complete their applications by:

November 1st for Spring    April 1 for Summer    May 1st for Fall

Transfer applicants should apply one semester to one year in advance of their desired enrollment date. Applications should be complete at least two months prior to their desired enrollment date for adequate processing time.

## Save Time – Apply Online at [www.uis.edu/admissions/applyToday.html](http://www.uis.edu/admissions/applyToday.html)

Online applications may be processed faster than paper applications. To apply online, go to [www.uis.edu/admissions/applyToday.html](http://www.uis.edu/admissions/applyToday.html). If you apply online, be sure to send us: your official transcripts, test scores (if required), and any other required application materials. You may pay your application fee online at the time you apply by using a major credit card, such as MasterCard, VISA, Discover, or American Express; send your application fee by check or money order; or submit an application fee waiver to the UIS Office of Admissions. If you apply online do not also submit a paper application.

## Who should use this application

This is an application for undergraduate degree and non-degree students.

A first-time freshman applicant is a degree-seeking student who applies for admission

- While attending high school, regardless of the amount of AP, IB, or college credit earned, **OR**
- Plans attend a summer term (only) at a college immediately following high school graduation, **OR**
- Graduated from high school and has not attended another post-secondary institution as a degree-seeking undergraduate student, **OR**
- Graduated from high school and has attended another postsecondary institution as a degree-seeking undergraduate student but has attempted or earned less than 12 hours of transferable college credit.

A transfer freshman applicant is a degree-seeking student who applies for admission

- Does not meet first-time freshman application criteria, **AND**
- Has attempted or earned 12 semester hours of transferable college credit but less than 30 semester hours of transferable college credit since graduating high school by the desired term of entry.

A transfer applicant is a student who has

- Completed 30 semester hours or more of transferable college credit by the desired term of entry.

A non-degree applicant is a student who

- Desires to take classes at UIS but does not wish to earn a degree. Non-degree is a guest status and is typically not eligible for financial assistance.

## Application Review and Decision Notification

The Office of Admission will review your application only after we receive your completed, signed application, appropriate application fee, current transcripts, and any additional required documents. Applicants will be informed of admissions decisions on a rolling basis (biweekly timeline). Denied applicants will be notified as soon as decisions are made so alternatives may be pursued.

## Freshman Applicants

UIS uses a holistic approach during the application review process. We seek to enroll an academically well-qualified class of students who have pursued strong college preparatory curricula while in high school and demonstrated the ability to be successful in their pursuits, both academic and non-academic. The best qualified of each year's pool will be admitted as space permits.

## Transfer Applicants

UIS requires that transfer students have at least 30 semester hours of transferable college credit and a 2.0 GPA on a 4.0 scale. UIS does not count developmental coursework toward the 30 hours of required credit or in GPA calculations.

**Use the Checklist on page 4 to ensure you submit all required and/or requested materials.**

## Other Information

- Use of your Social Security Number (SSN). We are requesting your Social Security Number pursuant to Public Law 93-579 for the university's system of student records as well as for compliance with federal and state reporting requirements. A Social Security Number is required if you are applying for financial aid but is not required for admission to the University. Providing a Social Security Number will, however, speed up the processing of your application since we will not need to manually match your application with other materials such as transcripts and test scores. Supplying an SSN ensures that you will be able to claim the Hope Tax Credit if you are eligible on your federal tax return. The University has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose your Social Security Number without your consent for any purpose as allowed by law.
- Criminal Disclosure. The University of Illinois Springfield is committed to maintaining a safe environment for all members of the University community. As part of this commitment, the University requires applicants who have pending criminal charges or have been convicted of a felony crime to disclose this information as a mandatory step in the application process. In addition, if you have ever been expelled or dismissed from an educational institution for disciplinary reasons, an accurate and complete explanation of the circumstances and your current status is required as part of the admission process. A previous conviction, pending criminal charges, or other expulsion or dismissal does not automatically bar admission to the University, but does require review and evaluation.
- All records submitted by and on behalf of you become the property of the University of Illinois Springfield. They will not be released or forwarded to other educational institutions, agencies, people or returned to you.

## Capital Scholars Honors Program (for first time freshman only)

This application is the same application used for admission into the honors program. The program enrolls approximately 80 freshmen each year. They may request letters of recommendation that discuss academic and leadership potential, in addition to the credentials supplied for admission to UIS. Letters should be from teachers in core academic courses. They should address academic skills in writing, analysis, understanding complex ideas, and critical thinking, as well as academic work habits, extra curricular activities, and leadership potential.

The honors program admits students in the fall semester only. For more information about the Capital Scholars Honors Program, please contact Karen Guthrie-Coleman at 217-206-7251 or via email at [kguth01s@uis.edu](mailto:kguth01s@uis.edu).

## Scholarships

This application is the same application used for merit-based scholarships awarded through the Office of Admissions. You will automatically be considered for scholarships upon admission. If you are eligible for a scholarship, you will be notified by our office. For other institutional scholarships, information and how to apply can be found at [www.uis.edu/financialaid/scholarships](http://www.uis.edu/financialaid/scholarships).

## Need-Based Aid

For consideration of need-based aid, the Free Application for Federal Student Aid (FAFSA) must be completed. We recommend that students and/or their parents complete their FAFSA form as soon after January 1st as possible. For more information, please visit the Office of Financial Assistance at 206-6724 or via the web at [www.uis.edu/financialaid](http://www.uis.edu/financialaid).

## Academic Programs

Use this list to complete Intended Major and Minor on page 2 of the application form. Failure to list the correct major and minor name(s) and code(s) may result in incorrect major selection or inability to process your application.

### Intended Major

Major Name	Code
Accountancy (BA)	40PE0071BA
Art (Visual Arts) (BA)	40PH9835BA
Biology (BS)	40PH0314BS
Business Administration (BBA) (on campus)	40PE0079BBA
Business Administration (BBA) (online) <sup>1</sup>	40PE0079BBAU
Chemistry (BS)	40PH0335BS
Clinical Laboratory Science (BS) <sup>2</sup> (Medical Technology) (BS) <sup>2</sup>	40PH9850BS
Communication (BA)	40PH9953BA
Computer Science (BS) (on campus)	40PH0112BS
Computer Science (BS) (online) <sup>1</sup>	40PH0112BSU
Criminal Justice (BA)	40PF1137BA
Economics (BA)	40PE0074BA
English (BA) (on campus)	40PH0311BA
English (BA) (online) <sup>1</sup>	40PH0311BAU
Global Studies (BA)	40PF5215BA
History (BA) (on campus)	40PH0342BA
History (BA) (online) <sup>1</sup>	40PH0342BAU
Legal Studies (BA)	40PF1410BA
Liberal Studies (BA) (on campus)	40PH1414BA
Liberal Studies (BA) (online) <sup>1</sup>	40PH1414BAU
Management (BA)	40PE3442BA
Management Information Systems	40PE9890BS
Mathematical Science (BA) (on campus)	40PH9755BA
Mathematical Science (BA) (online) <sup>1</sup>	40PH9755BAU
Philosophy (BA) (on campus)	40PH0332BA
Philosophy (BA) (online) <sup>1</sup>	40PH0332BAU
Political Science (BA)	40PF0343BA
Psychology (BA)	40PH0338BA
Social Work (BSW) <sup>2</sup>	40PG0365BSW
Sociology/Anthropology (BA)	40PH9830BA
Teacher Education (Certification Sequence) <sup>2</sup> Elementary Education <sup>2</sup>	40PG9940NDEG
Secondary Education (on campus)	40PG9941NDEG
Secondary Education (online) <sup>1,2</sup>	40PG9941NDEU
Undecided	40SB9954NONE
Undergraduate Non-Degree	40SB9948NDEG

### Intended Minor

Minor Name	Code / Dept
Accountancy	0071 / 4845
African-American Studies	5067 / 4398
Anthropology	0340 / 4543
Art (Visual Arts)	9835 / 4353
Biology	0314 / 4864
Business (General)	0079 / 4846
Chemistry	0335 / 4739

Communication	9953 / 4495
Computer Science	0112 / 4696
Criminal Justice	1137 / 4571
Economics	0074 / 4365
Elementary Education <sup>2</sup>	9940 / 4694
English	0311 / 4802
Environmental Studies	1237 / 4358
History	0342 / 4484
International Studies	0401 / 4480
Management	5259 / 4611
Management Information Systems	9890 / 4975
Mathematical Sciences	9755 / 4297
Philosophy	0332 / 4895
Political Science	0343 / 4480
Psychology	9860 / 4777
Public Health	0338 / 4404
Secondary Education <sup>2</sup>	9941 / 4694
Social Responsibility & Leadership Development	5297 / 4504
Sociology	0344 / 4543
Theatre	0162 / 1489
Visual Arts	9835 / 4353
Women & Gender Studies	5191 / 4882

<sup>1</sup>Online programs are bachelor's degree completion programs only and may have additional application processes and/or requirements. Students must meet transfer admission definitions to apply for these programs. Please inquire with the chosen program for more information.

<sup>2</sup>These programs have early deadlines and/or additional application processes/requirements. Please check with the chosen program regarding dates and application processes/requirements.

### Educational Goals

Educational Goal	Code
Pre-Dentistry	PD
Pre-Elementary Education	EE
Pre-Law	PL
Pre-Medicine	PM
Pre-Pharmacy	PY
Pre-Physical Therapy	PP
Pre-Secondary Education	SE
Pre-Veterinary Medicine	PV

## Average Costs for 2011-2012

As of June 1, 2011 (based upon 15 hours of enrollment each term)

### Illinois Residents

Residence Hall Residents	
Tuition	\$8,670
Fees & Assessments	\$2,314
Room and board (Plan B)	\$8,870
Books, supplies, parking	\$1,260
Total	\$21,114

### Apartment Residents

Tuition	\$8,670
Fees & Assessments	\$2,314
Room and Board (Plan B)	\$7,500
Books, supplies, parking	\$1,260
Total	\$17,744

### Non-Illinois Residents

Residence Hall Residents	
Tuition	\$17,870
Fees & Assessments	\$2,314
Room and board (Plan B)	\$8,870
Books, supplies, parking	\$1,260
Total	\$30,264

### Apartment Residents

Tuition	\$17,870
Fees & Assessments	\$2,314
Room and Board (Plan B)	\$7,500
Books, supplies, parking	\$1,260
Total	\$28,944

## Checklist

This is a self-managed application. It is the student's responsibility to submit all required and/or requested materials. You may submit them in one packet or separately.

This application is only valid for the term for which you are applying. If you do not enroll for that term or defer your application to a future term (before the start of classes), you will be required to submit another application and application fee. Supporting materials may also need to be re-sent.

### All Applicants

- Accurate Email Address. We will communicate important information via email. Please submit an email address that will be checked frequently and notify the Office of Admission if you change it.
- Major and Minor selection. Use the list of Academic Programs to complete your academic goals and intended major and minor. For advising purposes, list if you will be pursuing a specific educational goal. Refer to the list of codes on page 3.
- English as a Second Language. The ESL program works with international and domestic students whose native language is not English. Students do not need to be enrolled at UIS to take advantage of these programs. Classes are offered year round. More information can be found at [www.uis.edu/esl](http://www.uis.edu/esl). If you are interested in these programs while a UIS Student, please mark the appropriate place on Page 2 of the application form.
- List of Activities, Work Experiences, & Community Service. List the most important and meaningful experiences you have had and honors earned during high school. (Continue on the back of form, if needed)
- Application Fee. Please submit a nonrefundable \$50 application fee (\$60 for international applicants) or a completed fee waiver form. A fee waiver request form can be found at [www.uis.edu/admissions/forms.html](http://www.uis.edu/admissions/forms.html).
- Submitting the Completed Application. All questions must be completed unless indicated as optional. Students need to sign and date the paper application and submit all supporting materials. For an online application, the submission acts as the signature.

### Freshman & Freshman Transfer Applicants

- Personal & Academic Statement. A statement of 500-750 words is required and should reflect your best work – structure, accuracy, and overall quality will be considered. We want to hear about you, interests

& accomplishments not indicated elsewhere on the application. We also want to hear about your professional aspirations, intellectual interests, and personal experiences relevant to your choice of a specific academic program.

- Transcripts/Marksheets. For freshman and freshman transfer applicants, transcripts must be issued from the high school in which you completed your junior and senior years including a list of all courses and grades. Please include a copy of your grade 12 schedule. College transcripts must be sent from any college coursework, even if the coursework will not count in your chosen degree program. If you have completed a GED, you must send official scores from the GED test.
- Official Test Scores. Standardized test scores are required for admission. ACT (code 1137) and SAT I (code 0834) are accepted. UIS will accept scores on the high school transcript or photocopies of test score reports for admission purposes. Official scores should be forwarded from the testing agency prior to enrollment.

### Transfer Applicants

- Transcripts/Marksheets. College transcripts must be sent from all colleges attended, even if the coursework will not count in your chosen degree program.

### International Applicants

- International Applicants must meet all entrance requirements for undergraduate admission (freshman or transfer).
- English Language Requirement. If your native language is not English, you must submit official TOEFL (code 1787), IELTS, or UIS administered MELICET scores.
- Additionally, you will need to submit documentation required for issuance of I-20.

All credentials supplied must be official and submitted in English. If your transcripts/marksheets are not in English, please utilize World Education Service (WES), Education Credentials Evaluators, Inc. (ECE), or AACRAO International Education Services (IES).

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

The policy of the University of Illinois is to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. The University of Illinois will not discriminate against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admission, employment, and access to and treatment in University programs and activities.

Among the forms of invidious discrimination prohibited by University policy and law is sexual orientation. Complaints of invidious discrimination based solely upon policy are to be resolved within existing University procedures.

For additional information on the equal opportunity and affirmative action policies of the University, please contact the Associate Chancellor for Access and Equal Opportunity:

Office of Access and Equal Opportunity  
University of Illinois Springfield  
One University Plaza, MS PAC 563  
Springfield, IL 62703-5407  
(217) 206-6222  
[www.uis.edu/aeo/](http://www.uis.edu/aeo/)

*This publication was produced by the Office of Campus Services in collaboration with the Office of Admissions. The University of Illinois is an equal opportunity, affirmative action institution.*



[www.uis.edu/admissions](http://www.uis.edu/admissions)

# Application for Undergraduate Admission

Office of Admissions • University Hall • One University Plaza, MS UHB 1080 • Springfield, IL 62703-5407  
Admissions (217) 206-4847 • Financial Assistance (217) 206-6724 • Registration (217) 206-6174 • Toll Free (888) 977-4847

<b>NAME</b> First name _____	Middle name _____	Last name _____	Previous name, if applicable First/ Middle/Last _____
<b>I am applying as a</b> (see page 2 for definitions): <input type="radio"/> First-time Freshman <input type="radio"/> Freshman Transfer <input type="radio"/> Transfer <input type="radio"/> Non-Degree (note restrictions, see next page)		<b>Freshman applicants only:</b> I would like to be considered for admission to the Capital Scholars Honors Program <input type="radio"/> Yes <input type="radio"/> No	<b>For which term do you wish to apply?</b> <input type="radio"/> Spring <input type="radio"/> Fall <input type="radio"/> Summer Year _____ Have you ever previously applied to the University of Illinois Springfield? <input type="radio"/> Yes <input type="radio"/> No For which previous term? <input type="radio"/> Spring <input type="radio"/> Fall <input type="radio"/> Summer Year _____ Have you ever applied to another University of Illinois Campus? <input type="radio"/> Yes <input type="radio"/> No If yes, please list your University Identification Number (UIN) _____
<b>CURRENT MAILING ADDRESS</b> Street Address / Rural Route / P.O. Box _____ Apt. _____  City _____ State _____  Zip Code + extension _____ County _____  Nation _____ Mailing Address Phone _____  Cell Phone _____ Work Phone _____		<b>PERMANENT HOME ADDRESS</b> (Give only if different from current mailing address.) Street Address / Rural Route / P.O. Box _____ Apt. _____  City _____ State _____  Zip Code + extension _____ County _____  Nation _____  Permanent Home Phone _____	
<b>EMAIL ADDRESS</b> (Required for International Students) Preferred email address for all official UIS communications. _____			
<b>GENERAL INFORMATION</b> <input type="radio"/> Male <input type="radio"/> Female Date of Birth _____ Social Security Number (See disclosure) _____  Place of Birth* City _____ State _____ Nation (if not U.S.) _____  <b>*If born outside of the U.S., please provide proof of U.S. Citizenship++</b> <input type="radio"/> I am a U.S. Citizen. <input type="radio"/> I am a Permanent Resident. Enclose a copy of your alien registration card.++ <input type="radio"/> I have other Immigrant Status. Enclose a copy of your documentation of other status.++ <input type="radio"/> Non-citizen – Other. Choose this if no other choice applies to you.  Non-U.S. Citizens indicate country of citizenship _____ <b>++Documentation of your status must be submitted with this application. Application will not be processed without documentation.</b>  Are you an Illinois Resident? <input type="radio"/> Yes <input type="radio"/> No Length of time in Illinois: Year(s) _____ Month(s) _____ <input type="radio"/> I am requesting consideration under Public Act 93-7. Please answer the following questions if requesting consideration under Public Act 93-7: Did you graduate from an Illinois high school or attain a GED in Illinois? <input type="radio"/> Yes <input type="radio"/> No Will you have attended school in Illinois for at least three years? <input type="radio"/> Yes <input type="radio"/> No Did you/Will you live with your parents while you attend(ed) school in Illinois? <input type="radio"/> Yes <input type="radio"/> No Do you intend to apply for permanent residency in the U.S.? <input type="radio"/> Yes <input type="radio"/> No			
<b>Racial and Ethnic Identification</b> Your response to these items is voluntary. Please enter your ethnic and racial identification information to help the University meet its federal reporting obligations. Additional information about these regulations is available on the University of Illinois web site at <a href="http://www.vpaa.uillinois.edu/RaceEthnicity">http://www.vpaa.uillinois.edu/RaceEthnicity</a> .  Racial Identification (select as many as apply): <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or other Pacific Islander <input type="radio"/> White <input type="radio"/> Other  Ethnic Identification (select one): <input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino		<b>Highest level of education attained by parents or guardians:</b> Relationship _____ Relationship _____  Level _____ Level _____  Institution _____ Institution _____  <b>Are you a veteran of U.S. military service?</b> <input type="radio"/> Yes <input type="radio"/> No If yes, you may wish to submit a photocopy of your DD214 for a possible 4 hours of credit.	
<b>IN AN EMERGENCY CONTACT</b> <input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Spouse <input type="radio"/> Other  First name _____ Last name _____  Home Phone _____ Cell Phone _____  Work Phone _____  Street Address / Rural Route / P.O. Box _____ Apt. _____  City _____ State _____  Zip Code + extension _____ Nation _____		<b>CRIMINAL DISCLOSURE</b> This section must be completed and submitted by all applicants 1. Do you have criminal charges pending against you or have you been convicted of a felony crime? <input type="radio"/> Yes <input type="radio"/> No 2. Have you been expelled or dismissed from an educational institution for disciplinary reasons? <input type="radio"/> Yes <input type="radio"/> No  If you answered "Yes" to either of these questions, you must submit the following information: a brief, accurate explanation, location of conviction (city, state, nation) pending criminal charge(s), suspension(s), or expulsion, date and court disposition, in English. This statement must also include a grant of irrevocable authorization to the University for complete access to criminal records, if any. Applicants are responsible for verifying receipt by the University.  Complete information must be sent at the time of application for admission to: Review Committee c/o Associate Dean of Students, University of Illinois Springfield, One University Plaza, MS SAB 23, Springfield, IL 62703-5407.	





