

# Capital University

## Instructions

Thank you for applying to Capital University. This application is for admission as a first-year (freshman) or transfer, degree-seeking student and is to be returned to the Undergraduate Admission Office. First-year and transfer student applications may be submitted online from Capital's Web site: [www.capital.edu](http://www.capital.edu). Different applications must be completed for non-degree students, adult degree completion students and for international students (other than U.S. citizens). These applications can be requested from the appropriate office.

## Admission Office Components

- **Application Fee: \$25**  
(Apply free online at [www.capital.edu](http://www.capital.edu).)
- **Counselor Information (for first-year students):**  
Complete your section on the top of this form and give it to your high school counselor with a stamped, addressed envelope. Your counselor will send the completed form to Capital.
- **Transcripts:** Request that your *official* transcripts (both high school and all college and university) be sent to the Admission Office.
- **Testing Data:** Capital University requires either the ACT or the SAT be taken as part of the admission process for first-year students. Capital's code number for the **ACT is 3242** and for the **SAT is 1099**.
- Conservatory of Music applicants are required to audition for acceptance. Visit [www.capital.edu/conservatory-admission](http://www.capital.edu/conservatory-admission). Review the audition requirement, complete the application and select a date for your audition.

## Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after you do your taxes. Designate Capital University as one of the colleges to receive your data. **The Title IV Institution Code for Capital is 003023.**
- Your application for financial assistance will not influence the admission decision.

### All correspondence should be addressed to:

CAPITAL UNIVERSITY  
ADMISSION OFFICE  
1 College and Main  
Columbus, OH 43209-2394

[admission@capital.edu](mailto:admission@capital.edu)  
[www.capital.edu](http://www.capital.edu)  
614-236-6101  
Toll free: 1-866-544-6175  
Fax: (614) 236-7947

# Undergraduate Admission Application for First-Year (Freshman) and Transfer Students

# Capital University

1 COLLEGE AND MAIN, COLUMBUS, OHIO 43209-2394

1-866-544-6175 • (614) 236-6101 • Fax: (614) 236-7947  
admission@capital.edu • www.capital.edu

## Personal Information

Please type or print.

Mr. \_\_\_ Ms. \_\_\_ Mrs. \_\_\_ \_\_\_\_\_  
Last First Middle (Complete) Preferred Name (Nickname)

Permanent Address: \_\_\_\_\_  
Number and Street City State ZIP (List county)

Mailing Address: \_\_\_\_\_  
Number and Street City State ZIP (List county)

If mailing address is different than permanent address, give inclusive dates: from \_\_\_\_\_ to \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship to you \_\_\_\_\_ Telephone \_\_\_\_\_  
Last First

Marital Status:  Single  Divorced  Separated  Married  Widowed Birthplace (City and State/Country): \_\_\_\_\_

Social Security Number\*: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Are you a U.S. citizen?  Yes  No  
If no, are you a permanent resident?  Yes  No  
Birth Date\* (optional): \_\_\_\_\_ If yes, alien registration # \_\_\_\_\_

\*Through our financial aid process, your Social Security Number and birth date will be necessary for verification of your FAFSA information.

Are you a veteran? Yes  No  Are you planning to use your (or family members) veteran benefits to pay for your tuition? Yes  No

Are you Hispanic or Latino? Yes  No

Select One or More Races: \_\_\_\_\_ American Indian or Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_ White

Religious Preference (optional):  
 Lutheran-ELCA  Lutheran-LCMS  Lutheran-Other  Baptist  Hinduism  No Church Affiliation  Presbyterian  
If Lutheran, name of church \_\_\_\_\_  Buddhism  Islam  Other Protestant  Religion Not Reported  
City/State of church \_\_\_\_\_  Episcopal  Jewish  Other Religion  Roman Catholic  
 Greek Orthodox  Methodist  Mormonism  United Church of Christ

## Enrollment Plans

Application for enrollment in 20\_\_\_\_\_ Fall (August)  Spring (January)  Summer

I am applying as a: Traditional First-Year Freshman  Transfer Student

I would like to major in: \_\_\_\_\_  I am unsure of my major  
Refer to list of majors.

If music major, list instrument or voice: \_\_\_\_\_

I am applying for: Full-time  Part-time  University Residence: On-campus resident  Commuter living with parents\*   
\* You must meet off-campus housing requirements.

Have you submitted or will you submit the Free Application for Federal Student Aid (FAFSA)? Yes  No   
Have you ever applied for admission or been enrolled at Capital University? Yes  No  If yes, when? \_\_\_\_\_

## Activities

List ALL of your extracurricular activities and honors (examples: music, athletics, student government, community service, etc.). If additional space is needed, please use a separate sheet of paper.

Activity	Years of participation	Position held or honors won
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Family Information

This information is for the general use of Capital University.

Father/Guardian: Mr.  Dr.  Rev.  \_\_\_\_\_  
Last First Middle

Address (if different from your address): \_\_\_\_\_  
Number and Street City State ZIP

Father's/Guardian's Occupation: \_\_\_\_\_  
Position/Title Employer/City and State

Mother/Guardian: Mrs.  Ms.  Dr.  Rev.  \_\_\_\_\_  
Last First Middle

Address (if different from your address): \_\_\_\_\_  
Number and Street City State ZIP

Mother's/Guardian's Occupation: \_\_\_\_\_  
Position/Title Employer/City and State

Parents are: Married  Divorced  Single  Separated  Widowed

E-mail Address of Custodial Parent: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

If not living with both parents, with whom do you make your permanent home? \_\_\_\_\_ Relationship to You: \_\_\_\_\_

If you are married, spouse's name: \_\_\_\_\_  
Last First Middle

Spouse's Occupation: \_\_\_\_\_  
Position/Title Employer/City and State

List relatives who are attending or have graduated from Capital University (name [include maiden name, if applicable], graduation year, relationship to you): \_\_\_\_\_

## Educational Information

List all the high schools and colleges/universities attended, beginning with the most recent, and include date(s) of graduation or anticipated date of graduation. For each school, please give the official College Examination Code (CEEB code). If additional space is needed, please use a separate sheet of paper.

School: \_\_\_\_\_ From: \_\_\_\_\_ - \_\_\_\_\_ to \_\_\_\_\_ - \_\_\_\_\_  
Month Year Month Year

City: \_\_\_\_\_ State: \_\_\_\_\_ CEEB Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

School: \_\_\_\_\_ From: \_\_\_\_\_ - \_\_\_\_\_ to \_\_\_\_\_ - \_\_\_\_\_  
Month Year Month Year

City: \_\_\_\_\_ State: \_\_\_\_\_ CEEB Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

School: \_\_\_\_\_ From: \_\_\_\_\_ - \_\_\_\_\_ to \_\_\_\_\_ - \_\_\_\_\_  
Month Year Month Year

City: \_\_\_\_\_ State: \_\_\_\_\_ CEEB Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Have you ever been suspended or expelled from any high school or college/university? Yes  No  (If yes, please attach a statement of explanation.)

Have you ever been convicted or pleaded guilty to a felony? Yes  No  (If yes, please attach a statement of explanation.)

Have you been found responsible for any academic or other misconduct at any high school or college/university? Yes  No

(If yes, please attach a statement of explanation.)

## Personal Statement

If there has been a gap in your education or you would like to share additional information with the Admission Committee, please explain on a separate sheet of paper. Any additional information that you feel would be helpful in the review of your application would be welcomed by the university.

## Certification – Do you certify the following?

I understand that once my application has been submitted it may NOT be altered in any way.

Capital University is committed to challenging students and creating a personalized learning environment that is free from prohibited discrimination and harassment. The University prohibits discrimination on the basis of race, color, religion, national and ethnic origin, sexual orientation, class, sex and gender, age, disability, veteran status, or any other characteristic protected by law, and admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

I certify that all of the information submitted in the application is my own work, true and correct to the best of my knowledge. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false. I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based. In addition, I acknowledge that the University reserves the right to withdraw offers of admission if applicants fail to satisfy all requirements; if it is determined that admission was obtained through the use of falsified, altered, or embellished information; if there is a substantial drop off in academic performance; or if there is a change in disciplinary status after the time of application including engaging in behavior that is deemed incompatible with positive contributions to the campus environment (such as safety concerns, violence, threats, etc.). Finally, I understand the University may revoke my admission if it determines the I have engaged in the conduct that it deems unbecoming of an applicant or student, including conduct of a criminal nature, even if conduct does not result in a conviction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## First-Year Applicants Only

# COUNSELOR INFORMATION

Complete this section and give this form and a stamped envelope addressed to **Capital University, Admission Office, 1 College and Main, Columbus, OH 43209-2394** to your guidance counselor. Please type or print.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First Middle (complete)

Address: \_\_\_\_\_  
Street City State ZIP

Telephone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

ACT was taken on: \_\_\_\_\_ Date (month, day, year) SAT was taken on: \_\_\_\_\_ Date (month, day, year) ACT or SAT is scheduled for: \_\_\_\_\_ Date (month, day, year)

List courses to be completed in current year (if more than two terms, use separate sheet). Your courses and performances this year are considered in our final admission decision.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you plan to have any college-level transfer credit, including PSEOP (State of Ohio Post-Secondary Enrollment Options Program) credit, please list colleges/universities attended and courses.

College/University	Course Department and Title
_____	_____
_____	_____

Please have your official high school transcripts sent to the Admission Office for an official credit evaluation.

I authorize the counselor to release all information regarding my academic and disciplinary records to Capital University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## High School Counselor Section

Please attach an official transcript and include, if available, a school profile and transcript legend. We appreciate your assistance.

This student has a \_\_\_\_\_ G.P.A. on a \_\_\_\_\_ scale and ranks \_\_\_\_\_ in a class of \_\_\_\_\_ students. (If a precise rank is available, please indicate rank to the nearest tenth from the top. ) The G.P.A. and rank (are, are not) weighted and cover a period from \_\_\_\_\_ to \_\_\_\_\_.  
circle one (month/year) (month/year)

Are ACT and SAT scores reflected on the high school transcript? Yes  No

Of this student's graduation class, \_\_\_\_\_ percent plan to attend a four-year college or university.

Has this student been suspended or expelled from high school? Yes  No

This student is exempt from passing or has passed all sections of the Ohio Graduation Test (OGT) and is eligible to receive a high school diploma. Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print): \_\_\_\_\_  
First Middle Last

Position: \_\_\_\_\_ School: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street City State ZIP

Office Telephone: ( ) \_\_\_\_\_ School CEEB/ACT Code: \_\_\_\_\_ Counselor E-mail Address: \_\_\_\_\_

Please check here if it would be advisable for Capital to call for further information.

## Confidentiality

We value your comments highly and ask that you complete this form knowing that it will be retained in the student's file should he or she matriculate at Capital. You may want to make a copy for your records. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students have access to their permanent files. We do not provide access to admissions records to applicants who are rejected or who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation.

Capital University admits qualified students regardless of race, color, religion, gender, age, disability or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university.

Please return this form with official high school transcripts to:

Capital University Admission Office, 1 College and Main, Columbus, OH 43209-2394  
admission@capital.edu • www.capital.edu • 614-236-6101 • 1-866-544-6175 • Fax: 614-236-7947

# DEPARTMENTS AND MAJORS

## ART

Art Therapy  
Studio Art\*\*

## BIOLOGICAL AND ENVIRONMENTAL SCIENCES

Biology\*  
Environmental Science

## BUSINESS

Accounting  
Business Management  
Financial Economics  
Marketing

## CHEMISTRY

Biochemistry  
Chemistry\*  
Chemistry\* (A.C.S. Certified)  
Chemical Engineering (Dual Degree)

## COMMUNICATION

Communication Studies\*  
Electronic Media and Film  
Organizational Communication  
Public Relations  
Theatre Studies

## CONSERVATORY OF MUSIC

### BACHELOR OF MUSIC

Music Education\*\*

Dual  
Instrumental  
Vocal

Keyboard Pedagogy

Church  
Organ  
Piano

Music Industry

Music Technology

Performance

Jazz Studies  
Composition  
Instrumental  
Organ  
Piano  
Voice

Voice (Opera/Music Theatre Emphasis)

## BACHELOR OF ARTS

Music  
Professional Studies (Music Technology Emphasis)

## EDUCATION

Early Childhood Education (Pre-K through Grade 3)  
Middle Childhood Education (Grades 4-9)  
Adolescent to Young Adult Education (Grades 7-12)  
Intervention Education (Grades K-12)  
Multi-Age Education (K through Grade 12)

## ENGLISH

Creative Writing\*  
Literature\*  
Professional Writing/Journalism\*

## HEALTH AND SPORT SCIENCES

Athletic Training  
Exercise Science  
Health and Fitness Management

## HISTORY

History\*

## MATHEMATICS AND COMPUTER SCIENCE

Computer Science  
Computer Science – Engineering (Dual Degree)  
Mathematics\*  
Mathematics – Engineering (Dual Degree)

## NURSING

Nursing (Traditional BSN)

## POLITICAL SCIENCE AND ECONOMICS

Economics  
Economics/Political Science  
International Studies  
Political Science\*  
Public Administration

## PROFESSIONAL STUDIES

Interdisciplinary Studies

## PSYCHOLOGY

Psychology

## RELIGION AND PHILOSOPHY

Philosophy  
Religion  
Worship Ministries  
Youth Ministry and Christian Education

## SOCIAL WORK

Social Work

## SOCIOLOGY AND CRIMINOLOGY

Criminology  
Sociology

## WORLD LANGUAGES AND CULTURES

French  
Spanish

## PRE-PROFESSIONAL

Pre-Dentistry  
Pre-Law\*\*\*  
Pre-Medicine  
Pre-Occupational Therapy  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Physician Assistant  
Pre-Podiatry  
Pre-Public Health  
Pre-Seminary  
Pre-Veterinary Medicine

**Capital**  
**University**

Ask. Think. Lead.

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## ADMISSION OFFICE

1 COLLEGE AND MAIN  
COLUMBUS, OH 43209-2394

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admission@capital.edu  
www.capital.edu

\*Major also offered with Adolescent to Young Adult (Grades 7-12) education licensure.

\*\* Major also offered with Multi-Age Education (K through Grade 12) education licensure.

\*\*\*In addition to the Pre-Law Specialization, we also offer the 3+3 Bachelor of Arts/Juris Doctor Program which is an accelerated joint degree program to set you on the fast track to a career in law. Offered in conjunction with Capital's own law school.